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MONTANA STATE LIBRARY

930 EAST LYNDAL AVENUE

HELENA, MONTANA 59601

STATE DOCUMENTS

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MONTANA STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE

GOVERNOR OF MONTANA

HONORABLE FORREST H. ANDERSON

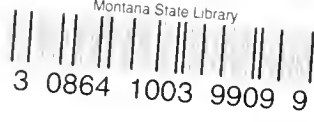
FOR THE FISCAL YEAR

ENDED

June 30, 1971

PLEASE RETURN

Montana State Library



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MONTANA STATE LIBRARY

930 EAST LYNDAL AVENUE

HELENA, MONTANA 59601

October 7, 1971

The Honorable Forrest H. Anderson
Governor
State of Montana
Helena, Montana 59601

Dear Governor Anderson:

In accordance with Section 82-4002, R. C. M. 1947, there is herewith transmitted to you the annual report of the State Library Commission for the fiscal year ending June 30, 1971.

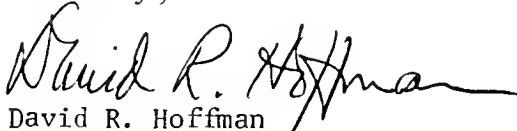
Major accomplishments during the year included:

- Strengthening the State Library's staff and materials capabilities
- Improvement of interlibrary loan services
- A sharp growth in number of persons served by the Division for the Blind and Physically Handicapped, and growth in type of services
- Improvement in institution library facilities

While an increase in funding under the Library Services and Construction Act, together with an increase in General Fund appropriations for the 1972 fiscal year, will permit some expansion of State Library services in 1972, recommendations contained in this report ask renewed consideration for:

- Continued study of the state's library services within the new Department of Education
- Further development of the State Library's collection
- Legislative encouragement of public library federations
- Full funding of the state's share of Pacific Northwest Bibliographic Center costs
- New quarters for the State Library
- Provision for taping reading materials for the handicapped
- Additional library resources for state institutions

Sincerely,


David R. Hoffman
State Librarian

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's State Plan under the Library Services and Construction Act outlines procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. This plan is on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan, are submitted through the clearinghouse of the Department of Planning and Economic Development.

PRINCIPAL GOALS

The State Library's goals are:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available statewide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

MAJOR ACCOMPLISHMENTS SUMMARIZED

| <u>PRIORITY</u> | <u>DESCRIPTION</u> | <u>PROGRAM</u> |
|-----------------|--|---|
| 1. | Strengthening State Library staff to meet increasing demands for service | All programs |
| 2. | Growth in library resource collections | Library Service and Development |
| 3. | Development of documents unit | Library Service and Development |
| 4. | Improvement of interlibrary loan service from out-of-state sources | Library Networks |
| 5. | Library service to Constitution Revision Commission | Library Service and Development |
| 6. | Sharp growth in number of persons served by Division for Blind and Physically Handicapped | Library Service to Physically Handicapped |
| 7. | Opening of new library facility at Montana State Prison | Institutional Library Service |
| 8. | Initiation of reference service and textbook location service for handicapped students | Library Service to Physically Handicapped |
| 9. | Strengthening contract library service at Eastmont Training Center and Center for the Aged | Institutional Library Service |
| 10. | Production of union list of medical journals | Library Networks |
| 11. | Enlargement of film library | Library Service and Development |

MAJOR ACCOMPLISHMENTS DESCRIBED

1. Strengthening staff services

Establishment of a new position for a documents librarian, and filling two positions which were vacant at the beginning of the fiscal year, enabled the State Library to report a year-end professionally trained staff of five with complementing library experience gained in university, large and medium-sized city libraries, state libraries, and a broad range of activities in professional library organizations. Plans were made at the end of the year to up-grade the position of the prison librarian to professional level. At the end of the previous year there were only three staff members with graduate training in librarianship. With an enlarged staff the Library has been able to improve the level of its services to the people of Montana.

2. Growth in library resource collections

More funds were available from state and federal sources in 1971 than in previous fiscal years. These funds made possible a doubling of the periodical titles received in the library, increasing the capacity for providing information and research materials; the periodical collection included 165 titles at the end of the 1970 fiscal year, and more than 330 at the end of the 1971 fiscal year. A beginning has been made in the acquisition of microforms, adding back files of the New York Times, the Congressional Record, and the Monthly Catalog of U. S. Government Publications, for those years not already represented in the collection. The Engineering Index, Index Medicus, Index to Legal Periodicals, and the Wall Street Journal Index have also been added; more than two dozen indexes to periodicals and newspapers are regularly received at the library. More members of the staff are involved in the selection of materials, and a greater number of review journals are checked systematically. Plans have been made for the publication, beginning in July 1971, of a periodic list of new titles added to the library collection; the list will be distributed to libraries in Montana and to state government offices.

In the spring of 1970, the Department of Public Welfare initiated discussion with the State Library which led to the transfer, early in FY 71, of the Department's book collection. This collection, some 1,000 volumes, has been integrated into the Library's own collection, enabling the Library to serve Welfare staff members with one stronger collection than had earlier been available. Materials formerly held by Welfare have at the same time been much more accessible to other state agency personnel, and to the people of Montana as well.

3. Development of documents unit

The full time of one librarian and part time of a library assistant, assigned to this unit for the first time this year, made possible the recataloging of a collection of Montana publications, the activation of a dormant federal documents depository, and the beginning of plans for publication of an indexed catalog of Montana state publications.

Improvement of interlibrary loan services

The State Library participates, with the state libraries of Alaska, Washington, Oregon, and Idaho, in the direction and funding of the Pacific Northwest Bibliographic Center. Increased funding from the state libraries has made possible significantly faster service in locating, for interlibrary loan, titles not held by any library in Montana; and in provision of rapid photocopy service for periodical articles not available in Montana but held in one of the largest university libraries in the region.

Service to Constitution Revision Commission

Regular to the library's general service to state government, but singled out for note here because of its extent is the service rendered to staff of the Constitution Revision Commission. In order to gather data for the staff of the Commission working prior to the Constitutional Convention, the Library has processed 222 requests for interlibrary loan of materials, 116 requests for photocopies of articles, and acquired for deposit in the Commission's offices 128 publications of other state constitutional conventions.

Increase in utilization of services to handicapped

Through installation of a WATS telephone line to permit communication between the Division and its individual users, and through publication of a periodic newsletter for patron information, and with increased effort to identify persons eligible for service, and with continuing effective cooperation with other state and private agencies, the number of persons using this service increased by 50 percent during the year, and circulation of materials increased by 36 percent.

Prison library

Plans for opening remodeled quarters for the prison library, reported last year, were brought to fruition when the new facility was opened for service in September. With additional materials which could not be accommodated in the earlier library (more reference books, legal materials, periodicals, and phonograph records with stereo playback units (one purchased with inmate welfare funds)), and with doubled seating space, the library continues to be heavily used, with a circulation rate fifteen times higher than the average for the state as a whole.

Reference work for handicapped

Materials searches and locating of recorded textbooks for college students was begun this year. Because of a lack of recording and duplicating equipment this service remains a limited one.

9. Contract library service in institutions

Contractual arrangements are now in effect, providing library service to the Eastmont Training Center from the Glendive Public Library, and to the Center for the Aged from the Lewistown Public Library. The former institution had no established library service until this year; the latter was served by the Great Falls Public Library a hundred miles distant. Service to the Mountain View School, served by the Helena Public Library, was improved through placing a large deposit collection of materials at the school and weeding the existing collection.

10. Union List of medical journals

The State Library participated in compilation of, and paid for the production and distribution of a union list of the 101 journals listed in Abridged Index Medicus. The list has been distributed to all hospitals in the state, to academic libraries, and to larger public libraries. Use of this list will increase the access of health professionals to the literature of their field.

11. Enlargement of film library

The State Library has contracted with the Great Falls Public Library to maintain a collection of 16mm sound films for circulation through public libraries around the state. In recent years, little money has been available to purchase new films for this collection; in FY 71, some \$8,273 was allocated to the purchase of films, and 32 new titles were added to the collection. These new films bring to the collection subjects not previously represented, as well as replacing some films which were in poor condition or obsolete.

MAJOR RECOMMENDATIONS SUMMARIZED

| <u>PRIORITY</u> | <u>RECOMMENDATION</u> | <u>PROGRAM</u> |
|-----------------|--|---|
| 1. | That in creating the Department of Education, pursuant to the Executive Reorganization Act, the importance of coordinated state-wide library development efforts be stressed | All programs |
| 2. | That increased funds be made available to acquire and house additional library materials | Library Service and Development |
| 3. | That the State Legislature encourage the further development of multi-county public library federations | Library Service and Development |
| 4. | That additional funds be appropriated to permit the State Library to pay the full share of Montana's cost for service from the Pacific Northwest Bibliographic Center | Library Networks |
| 5. | That new quarters to house the State Library be provided | Library Service and Development |
| 6. | That provision for volunteer taping of reading materials be made | Library Service to Physically Handicapped |
| 7. | That additional library resources be made available to serve state institutions | Institutional Library Service |
| 8. | That teletype equipment be installed at the State Library and at the libraries of the University of Montana and the Montana State University | Library Networks |

MAJOR RECOMMENDATIONS DESCRIBED

1. That in creating the Department of Education, pursuant to the Executive Reorganization Act, the importance of coordinated state-wide library development efforts be stressed

The Department of Education will bring under one administration the State's efforts toward providing library support for the Montana University System; library support for state government through the Historical Society Library and the State Library; assistance to public libraries through the State Library; assistance to historical and archival research through the Historical Society Library; specialized services to institutions and handicapped through the State Library; and to some degree to the public schools through the Board of Education. It is vital that in the design of this Department the importance of quality library service to all the residents of Montana, whatever their status or location, be recognized and given prominence.

2. That increased funds be made available to acquire and house additional library materials

During the year, the State Library circulated 37,179 books to individuals, public libraries, state offices and schools. Another 5,351 books were loaned to public libraries on a long-term basis. But thirty-eight percent of the requested items could not be filled from the State Library's holdings and had to be referred to other libraries in the state and outside, for books, periodicals, and government documents not in our collection. While this sharing of resources is useful, it frequently means that persons needing rapid access to information cannot obtain it within the time necessary, and may have to make decisions without a sound factual base. An increase in the State Library's book budget necessarily means a parallel increase in money for shelving. The library's present shelf capacity does not allow significant growth. An increase in the book budget also means an increase in the cost of cataloging and processing new books at the Processing Center.

This recommendation was made in the 1970 annual report; the increase in general fund support of the library for FY 1972 will permit little real growth in the collection, after allowing for increases in prices of library materials.

3. That the State Legislature encourage the further development of multi-county public library federations

Increased emphasis on the development of multi-county public library federations is needed in order to make public library service available to persons who live in areas with no library, and to improve the level of service now offered to persons who live at a distance from strong libraries. This may be achieved through a combination of factors:

-
- a. Fostering continued awareness at the local level that sharing library resources and services through federations permits a more economical library service than is possible when each library works alone.
 - b. Increasing the consultant and support staff of the State Library to work with local libraries and governing bodies in planning federations.
 - c. Support of the State Library with an adequate general funds budget in order that all Title I LSCA moneys may be used to support public library federation demonstrations.
 - d. Development of a means whereby the state can share in equalizing public library support. The present maximum mill rate (4.5 for cities, 3.0 for counties), with the pressure on the property tax dollar for other services, makes it virtually impossible to support public library service at the level required in Montana Public Library Standards. More than two-thirds of the states already share, at the state level, in financing public library service.

The Library Commission approved a plan for the use of state funds to aid public libraries but were unsuccessful in getting an appropriation from the 1971 legislature.

That additional funds be appropriated to permit the State Library to pay the full share of Montana's cost for service from the Pacific Northwest Bibliographic Center

The Pacific Northwest Bibliographic Center, in order to provide significantly better interlibrary loan and reference referral service, consultant training in bibliography, and better coordination of regional resources, depends upon support by the participating states (Alaska, Washington, Oregon, Idaho, and Montana) through their state library agencies. Montana presently funds its share through a combination of local and federal (LSCA Title III) funds. State funding would permit release of local funds to increase the capability of local libraries through better collection development.

That new quarters to house the State Library be provided

As a library for state government, the State Library is unable to provide service at the optimum level because it is located at some distance from the greatest number of state government offices. The present leased quarters will be filled to capacity by the end of the 1973 biennium.

There is very limited space available for development of walk-in reference service; there is no space available for confidential consultation with patrons regarding research or legislative needs. The present leased warehouse quarters will be filled to capacity by the end of the 1973 biennium. Space in a new building should be designed for library service, with a total area of approximately 100,000 square feet.

Federal funds under Title II of the Library Services and Construction Act may be applied to such a project; depending upon Congressional appropriation, Montana's allocation under this Act can be as high as \$370,097 for FY 1973, and \$383,822 for FY 1974.

Adequate and properly located quarters for the State Library have been requested each biennium.

6. That provisions for volunteer taping of reading materials be made

Handicapped patrons, especially students, request material needed for direct or indirect classroom use. Some materials recorded in the homes of volunteers is acceptable, but a large portion of it is poorly done due to a lack of editing and poor physical surroundings (noise, etc.). Although the present collection covers a broad range of material, there are many local interests (Montana history, research relating to the area, constitutional revision, etc.) which cannot be supplied. Montana, the Magazine of Western History will be recorded if facilities are provided. Additional staff time will be necessary to supervise volunteer recorders.

7. That additional library resources and staff be made available to serve state institutions

A continued increase in the size and depth of the deposit collections and services is needed at the state's smaller institutions; the three larger institutions will be served with full-time library programs by the end of the 1972 fiscal year. A wide variety of new books and periodicals should be provided to the Galen State Hospital Library, to supplement the collection which is now almost entirely gifts and donations. A professionally trained librarian should be added to the staff to work at Galen and to supplement the services now provided at the Warm Springs State Hospital.

8. That teletype equipment be installed at the State Library and at the libraries of the University of Montana and the Montana State University

The State Library depends upon the resources of the University of Montana and the Montana State University to a considerable degree when requests for materials cannot be filled from its own collection. Teletype equipment will permit more rapid transmittal of requests and reports and provide a written record which is not now possible, since telephone communication is used. Installation of teletype would permit further rapid communication with the Pacific Northwest Bibliographic Center, and with major bibliographic centers and library collections throughout the country, saving considerable time in locating and securing resources and information not available within the state.

This request was placed before the 1971 legislature but funds were not appropriated.

PROGRAM DESCRIPTIONS

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Goals: In this program, the State Library Commission maintains and operates the State Library, providing library service to officers and employees of the State Government, local public libraries supplementing their resources, and residents of the State who have no direct access to public libraries.

The State Library furnishes advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. The library maintains and operates a State publications distribution center.

Titles I and II of the Library Services and Construction Act provide funds in this program which are used in direct assistance to public libraries. Title I monies are used to support demonstrations of multi-county library federations. Title II funds are available to assist in the construction of public library buildings.

Objectives: The first objective in this program is strengthening the collection and staff of the State Library in order to provide an adequate and effective library reference and lending service for all officers and employees of State Government, to supplement the resources of local public libraries, and to adequately serve persons with no local libraries until such time as they have access to local libraries.

A second objective is the development of adequately organized and supported public libraries across the State to serve all residents of the State.

Achievements: To provide better library service, the staff has been strengthened by the establishment of positions for a full-time documents librarian, and a supporting library assistant; recataloging and organization of the state documents collection and activation of a federal documents depository; increasing the number of periodical titles received; purchase of back files of New York Times and Congressional Record on microfilm; addition of four more major indexes, bringing to two dozen the indexes to periodicals and newspapers now received. More staff members are involved in selection of books for the collection.

The library formerly maintained by the Department of Public Welfare was transferred to the State Library by mutual agreement in 1971, leading to a stronger single collection to serve not only Welfare personnel but the state at large.

Thirty-two new titles were added to the film collection.

In library development, a demonstration of expanded public library service in Carbon and Big Horn Counties, from the Billings Public Library, completed its first full year (the demonstration will continue until the summer of 1972). Yellowstone County voters approved a referendum to provide county-wide library

service by contract with the Billings library. New or remodeled library quarters were completed in Forsyth, Choteau, and Chester.

Performance summary:

| | -----Fiscal years----- | | |
|--|------------------------|--------------------|----------------------|
| | Historic 1969-70 | Current 1970-71 | Projected 1971-72 |
| <u>Cost</u> | | | |
| Library service operation | \$187,529 | \$190,416 | \$252,050 |
| Library development | 170,002 | 189,804 | 204,797 |
| <u>Performance</u> | | | |
| State library collection (volumes) | 131,028 | 137,622 | 147,622 |
| State library circulation | 71,968 | 46,625 | 55,000 |
| Counties participating in federations or demonstrations | 18 | 18 | 17 |
| Construction projects completed | 2 | 3 | 2 |

Note: Circulation of books from the State Library declined from 1970 to 1971, and although a gain is projected for 1972, achievement of the 1970 level is not anticipated. Since August 1970, requests from persons who have access to local public libraries have been referred to those libraries, rather than have the requests filled at the State level. Most such requests can be adequately filled at the local level, relieving the State of the need to provide a duplicate service, and permitting the development of the collection to more adequately supplement local resources.

The lower circulation figure this year represents a higher portion of more difficult reference requests than in previous years.

In addition, there were no large long-term loans to demonstrations this year as has happened many years in the past, and many schools which have earlier borrowed heavily from the State Library are now borrowing from their local public libraries.

PROGRAM: LIBRARY NETWORKS

Goals: Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection.

Objectives: To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to obtain from out-of-state sources materials not available in Montana; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

Achievements: The processing center at the Billings Public Library, established with a grant from this program, completed its first year of operation under funding by participating libraries, and has been considered a success.

A grant was made for the publication of a bibliography on the Negro in Montana, to increase access to material on this subject.

The State Library participated, with Alaska, Washington, Oregon, and Idaho, in reorganization of the Pacific Northwest Bibliographic Center as a non-profit corporation. An increase in financial support by the state libraries, together with support by former member libraries, has permitted a number of internal improvements and efficiencies, and will permit an increase in the capacity of the Center to handle requests from the states. Telex and TWX have been installed to facilitate communication. The Center is now able to provide rapid photocopy service from periodicals held at the University of Washington library.

Performance summary

| | -----Fiscal years----- | | |
|--|------------------------|--------------------|----------------------|
| | Historic 1969-70 | Current 1970-71 | Projected 1971-72 |
| <u>Cost</u> | \$ 47,639 | \$ 45,597 | \$ 41,753 |
| <u>Performance</u> | | | |
| Volumes cataloged for public and state libraries through processing center | 11,478 | 10,480 | 0* |
| Interlibrary loan requests sent to Bibliographic Center from State Library | 393 | 966 | |

*Since the processing center is self-supporting and no longer funded through this program, this performance indicator will not be used for future years. The number of volumes cataloged shows a slight drop in 1971: at the end of the year there were a large number of volumes on order or in process but not yet ready for delivery.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients and inmates of the State Prison, and, presently, has contractual relationships with the public libraries of Great Falls, Miles City, Helena, and Flathead County to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops and increases in the book collections at the institutions.

Achievements: This year's major achievement has been the opening of the new library at the Montana State Prison, providing an adequate physical facility with new equipment, an expanded collection of books, periodicals, and recordings. This library maintains a circulation record which far exceeds any public library installation in the state. Hours in the library have been increased from 12-1/2 to 16 weekly; in-library use has increased because of expanded law collections and introduction of record listening. Seating capacity has increased; because the library is now located next to the cell block more inmates come into the library to browse, to read, or to listen. The new library is a facility to use; the old library was a place to check out books.

Initial planning is underway for a new library at the Boulder River School and Hospital, projected for opening soon after the beginning of the 1972 calendar year.

A large rotating deposit collection has been placed at the Mountain View School. The State Library has contracted with the Glendive Public Library for service to the Eastmont Training Center, and with the Lewistown Public Library for service to the Center for the Aged.

Most importantly, these achievements reflect further integration of the library into rehabilitation and therapeutic programs of the institutions.

Performance summary:

| | -----Fiscal years----- | | |
|---|------------------------|--------------------|----------------------|
| | Historic 1969-70 | Current 1970-71 | Projected 1971-72 |
| <u>Cost</u> | \$ 73,078 | \$ 75,509 | \$ 75,509 |
| <u>Performance:</u> (two examples) | | | |
| Circulation, State Prison | 28,631 | 19,756 | 20,000 |
| Cumulative total of patients using library, Warm Springs | 14,355 | 17,020 | 20,000 |

Note: In both institutions, population declined over the year. At the State Prison, average daily population in 1970 was 369, during 1971, average daily population was 259, but book circulation remained at a high level, 76 items per man per year. At the Warm Springs State Hospital, average daily population dropped from 1,346 in 1970 to 1,249 in 1971, while use of the library increased.

PROGRAM: LIBRARY SERVICE TO PHYSICALLY HANDICAPPED

Description and Goals: The State Library's program, Library Services for the Physically Handicapped, provides a direct library service to any resident of the State who, because of visual or physical handicap, is unable to read normal print or to hold a book or magazine and to turn pages. A collection of talking books, books on magnetic tape, Cassette books, large type books, and talking book machines are used with emphasis on providing the same variety of library materials that would be available to a normal sighted person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided Montana readers by the Utah State Library, under contract with the Montana State Library, and paid for by the State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least five times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health professional fields in order to identify eligible persons.

Work with community public libraries should increase as this program develops further; while the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. The State Library plans increasing attention to this aspect of the program during the 1973 biennium.

Achievements: The number of persons served directly or through deposit collections during the year increased by 50 percent, to a total of 1,519, with an increase in the circulation of materials by 36 percent, to a total of 40,806. A WATS telephone service has been provided to patrons; a newsletter is distributed from time to time, increasing communication between the division and its patrons. Reference work for students, and recorded textbooks for college students has been initiated, but is limited by a lack of recording and tape duplicating facilities.

These achievements reflect the increased emphasis upon locating eligible people and giving more depth to service. During 1972, facilities will be improved to some extent because of an increased federal appropriation, and staff will be increased, but not to the level requested. It is estimated that five times the number of persons now served by this program are eligible for service; this larger number cannot be served adequately within the budgetary limits of this program.

Performance summary

| | -----Fiscal years----- | | |
|---|------------------------|--------------------|----------------------|
| | Historic 1969-70 | Current 1970-71 | Projected 1971-72 |
| Individuals using service regularly at end of year | 796 | 1,016 | 1,150 |
| Persons served through deposit collections | 114 | 374 | 475 |
| Circulation of materials | 30,126 | 40,806 | 45,000 |

PROGRAM COST SUMMARY

| PROGRAM | FISCAL YEAR COSTS | | |
|---------------------------------|-------------------|---------|------------|
| | 1970-71 | 1969-70 | Increase |
| Library Service and Development | 380,220 | 357,601 | 22,619 (1) |
| Library Networks | 45,597 | 45,597 | 0 |
| Institution Library Service | 75,301 | 73,078 | 2,223 |
| Library Service to Handicapped | 35,373 | 31,252 | 4,121 |

(1) Increased appropriation for Title I of Library Services and Construction Act in FY 71 permitted increase in grants to public library federations.

PROGRAM COST DETAIL

| <u>PROGRAM</u> | <u>1971-72 TOTAL</u> | <u>PERSONAL SERVICES</u> | <u>OPERATING EXPENSES</u> | <u>CAPITAL</u> | <u>GRANTS AND BENEFITS</u> |
|------------------------------------|--------------------------|------------------------------|-------------------------------|----------------|--------------------------------|
| Library Service and Development | 380,220 | 95,960 | 54,589 | 39,867 | 189,804 |
| Library Networks | 45,597 | 15,454 | 16,593 | 0 | 13,550 |
| Institution Library Service | 75,301 | 24,750 | 14,216 | 36,335 | 0 |
| Library Service to Handicapped | 35,373 | 22,711 | 10,829 | 1,833 | 0 |
| Total | 536,491 | 158,875 | 96,227 | 78,035 | 203,354 |

SOURCE OF FUNDING

| | |
|---|---------|
| General Fund | 157,516 |
| Federal and Private Revenue Fund | 175,621 |
| Library Commission Account | |
| Federal and Private Grant Clearance Fund | 203,354 |
| Library Development Account | |
| Total | 536,491 |

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STATE DOCUMENTS

JAN 23 1973

MONTANA STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE

GOVERNOR OF MONTANA

HONORABLE FORREST H. ANDERSON

FOR THE FISCAL YEAR

ENDED

June 30, 1972

MONTANA STATE LIBRARY

930 EAST LYNDAL AVE

HELENA, MONTANA 59601

The Honorable Forrest H. Anderson
Governor of Montana
Capitol Building
Helena, Montana 59601

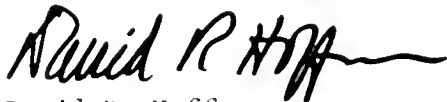
Dear Governor Anderson:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1972.

Major accomplishments during the year include:

- A Governor's Conference on Libraries
- Increased utilization of services to the handicapped
- Increased interest in library federation development
- Interlibrary loan and government documents workshops
- Initial library service at Boulder River School and Hospital
- Use of deposit collections to serve handicapped
- Dissemination of information on the library's resources
- Improved services for Galen State Hospital and Montana Children's Center
- Outreach program at Warm Springs State Hospital

Respectfully submitted,



David R. Hoffman
State Librarian

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PRINCIPAL OFFICES AND OFFICERS

COMMISSION MEMBERS

| | |
|--|---|
| Mrs. Doris Davies, Chairman (1970-1973) | 3023 Stinson Avenue Billings, Montana 59101 |
| Don Gibson, Vice-chairman (1971-1974) | Lindsay, Montana 59339 |
| William P. Conklin (1969-1975) | 1026 Fifth Avenue North Great Falls, Montana 59401 |
| The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) 1969- | 401 South Fee Helena, Montana 59601 |
| Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) 1966- | 426 McLeod Avenue Missoula, Montana 59801 |

PRINCIPAL ADMINISTRATIVE OFFICERS

David R. Hoffman, State Librarian
Phyllis Maggeroli, Coordinator of General Library Services (through March 1972)
Richard C. Peel, Supervisor, Institutional Library Services
and Regional Librarian for the Blind and Physically Handicapped

OFFICE

930 East Lyndale Avenue, Helena

Note: Under the Executive Reorganization Act of 1971, the Library Commission is attached to the Board of Education for Administrative Purposes, and the State Library will become the Library Division of the Department of Education. The Department of Education, however, was not activated prior to the end of the fiscal year covered by this report.

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's annual and long range plans under the Library Services and Construction Act outline procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. These plans are on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan and the long range plan, are submitted through the clearinghouse of the Division of Planning and Economic Development of the Department of Intergovernmental Relations

PRINCIPAL GOALS

The State Library's goals are:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available statewide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

MAJOR ACCOMPLISHMENTS

1. Governor's Conference on Libraries

Governor Anderson called a state-wide conference on libraries, held in Helena October 18, 1971. Some one hundred twenty-five persons attended, representing all areas and most major interest groups in the state. The State Library Commission and the Montana Library Association provided funding for this meeting. In his call to the conference, Governor Anderson asked participants to explore the vital and continuing role libraries have in the life of the citizens of Montana, and to recommend measures needed to insure effective library service to meet these needs.

2. Increased utilization of services to the handicapped

The number of persons served directly or through deposit collections during the year increased by 112 percent, to a total of 3,232, with an increase in the circulation of materials by 34 percent, to a total of 54,435. This was a result of workshops, mailings, posters, work with other state and private agencies, and increased communication with patrons.

3. Increased interest in library federation development

During the fiscal year, the librarians, Library Board Members, and County Commissioners of Phillips, Valley, Daniels, and Sheridan Counties made a formal joint request for a two-year federation demonstration. The Library Commission accepted this request and committed necessary funds, subject to their appropriation each year by the Congress of the United States. A bookmobile was ordered for these counties, and a planning grant was made. The Miles City Public Library, acting as headquarters for the Sagebrush Federation of Libraries, has requested funds for a one-year demonstration in Treasure County; again, the Commission has approved the request, subject to appropriation of funds by the Congress. The South Central Federation of Libraries' demonstration ended at the conclusion of this fiscal year, and Big Horn County's Library Board agreed to contract for continuation of service; the Carbon County Commissioners will submit the question of establishment of county library service by contract with the Billings Public Library to the voters at the November election.

4. Interlibrary loan and government documents workshops

In December 1971 the State Library provided a series of six workshops on interlibrary loan practice and procedure, and the use of government documents and documents reference tools. More than one hundred seventy persons attended these workshops, representing all types and sizes of libraries. A tangible result has been better use of network channels and request forms, and, for the intended user, faster service from the

State Library and other libraries which form a part of the interlibrary loan network. Funds under Title III of the Library Services and Construction Act supported these workshops.

5. Initial library service at Boulder River School and Hospital

Final plans have been completed for a new library at the institution. A full time librarian is already serving residents and staff, with a small collection that is housed in a storage room. The librarian is coordinating efforts with the staff and the foster grandparents program to provide effective library service.

6. Use of deposit collections to serve handicapped

Where there were sufficient numbers of patrons in schools, hospitals, state institutions, rest homes and service areas of the larger public libraries, deposit collections of materials were provided. This allowed the State Library to handle the increased volume of circulation and patrons, that otherwise would have prevented people from having service. The number of people served through deposit collections increased from 374 to 1,403.

7. Dissemination of information on the library's resources

Publication of a periodic list of new acquisitions for distribution to public, academic, and school libraries within the state, and to state government offices and staff has had a positive impact on use of the library's resources, in many instances stimulating use by persons who were not aware of the materials available or of the potential for interlibrary loan service. The completion of a periodicals inventory and publication of a list of periodicals holdings has similarly brought increased use and at the same time has provided an orderly means whereby the Library can fill in gaps in its holdings and increase its back files as other libraries and state offices have materials available for deposit at the Library.

8. Galen State Hospital and Montana Children's Center services

Initial weeding and the beginnings of a new deposit collection were begun at Galen, along with consultant services for improved physical conditions and expanded services to the residents. A contract was established with the Twin Bridges Public Library to provide local services to residents of the Children's Center, both at the public library and with a rotating deposit collection at the Center.

9. Outreach program at Warm Springs State Hospital

Services were increased to the closed wards and to admitting hospital through more ward visitations and with small deposit collections in these areas. Audio-visual materials were also offered to the patients not able to come to the main library. A concentrated effort was made to provide talking book service to handicapped readers.

PROGRAM DESCRIPTIONS

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Goals: In this program, the State Library Commission maintains and operates the State Library, providing library service to officers and employees of the State Government, local public libraries supplementing their resources, and residents of the State who have no direct access to public libraries.

The State Library furnishes advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. The library maintains and operates a State publications distribution center.

Titles I and II of the Library Services and Construction Act provide funds in this program which are used in direct assistance to public libraries. Title I monies are used to support demonstrations of multi-county library federations. Title II funds are available to assist in the construction of public library buildings.

Objectives: The first objective in this program is strengthening the collection and staff of the State Library in order to provide an adequate and effective library reference and lending service for all officers and employees of State Government, to supplement the resources of local public libraries, and to adequately serve persons with no local libraries until such time as they have access to local libraries.

A second objective is the development of adequately organized and supported public libraries across the State to serve all residents of the State.

Achievements: Four counties in northeastern Montana which have for some years been eager to participate in a multi-county library service operation petitioned the State Library for a demonstration grant in the fall of 1971 and the Library Commission approved the purchase of a bookmobile for use in the region, and committed itself to funding a two-year service demonstration beginning with the 1973 fiscal year, should appropriations be sufficient. The center for this demonstration will be the Glasgow City-County Library; cooperating counties will be Phillips, Valley, Daniels, and Sheridan. In addition to bookmobile purchase, a planning grant of \$10,000 was made to assist these libraries in preparing for the demonstration.

The demonstration of service into Big Horn and Carbon Counties from the Billings Public Library, begun in 1970, ended with the end of this fiscal year. By budget time in August, Big Horn's County Library Board had signed a contract with the Billings Public Library to continue the service, and the Carbon County Commissioners agreed to put the question of county library service by contract to their voters at the November election. Yellowstone County participated in the South Central Federation of Libraries at their own expense, for the first time this year.

Missoula County voters approved by a nearly three-to-one majority, an \$850,000 bond issue toward construction of a new city-county library facility. The State Library Commission committed the balance of its 1971 construction funds and all 1972 funds to this project, bringing the state's share to date to \$172,270. In other construction projects, the State Library Commission made grants to the Miles City Public Library for a bookmobile garage, and to the Flathead County Library for remodeling new quarters for its Columbia Falls Branch Library.

Internally, the State Library completed an inventory of its periodicals collection and published a list of its holdings, setting the stage for filling in gaps and back files as other libraries in the state are forced to discard periodicals because of space problems. Bettering the periodicals collection has substantially increased the Library's reference service capability.

As last year the State Library reported its part in developing resource collections for the Constitution Revision Commission, this year it devoted substantial staff time to locating materials and answering reference questions for Convention delegates and their supporting staff.

The net gain in the Library's book collection this year is not as high as projected, since an intensive program of weeding out worn and outdated materials has been resumed.

Physical working conditions have been significantly improved under the terms of a new lease negotiated with the owner of the State Library's warehouse-type building in December 1971. New semi-private and private office space has been provided for four members of the professional staff (only one office was provided previously), collections and work areas have been re-arranged for better work flow, and provision has been made for air-conditioning the balance of the building (21,000 square feet, as opposed to the 3,000 square feet of air-conditioned space formerly provided). With these improvements in the building, the State Library still occupies the least expensive office space of any state agency in private quarters in Helena.

A list of new acquisitions (adult non-fiction) has been prepared on a systematic basis for distribution to public, academic, and secondary school libraries throughout the state, and to state department heads and those offices which make particularly heavy use of the library. Distribution of this list has resulted in increased requests for reference service, and in greater use of the State Library, particularly by government personnel.

Performance summary:

| | -----fiscal years----- | | |
|---|------------------------|--------------------|----------------------|
| | Historic 1970-71 | Current 1971-72 | Projected 1972-73 |
| State Library collection (volumes) | 137,622 | 141,368 | 147,000 |
| State Library circulation | 46,625 | 46,324 | 50,000 (1) |
| Counties participating in federations or demonstrations | 18 | 21 | 22 |
| Construction projects completed | 3 | 0 | 2 |

- (1) Circulation of books is not projected to increase at the rate suggested by growth in use of the library during the 1960's. A much heavier percentage of service is now provided through answers to reference questions which do not result in loaning of books; in delivery of photocopies of journal articles or technical materials in lieu of loan, and in direct patron use of library facilities within the building.

PROGRAM: LIBRARY NETWORKS

Goals: Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection.

Objectives: To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to obtain from out-of-state sources materials not available in Montana; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

Achievements: Montana's first Governor's Conference on Libraries, called by Governor Anderson in October 1971, brought to Helena some 125 persons representing all parts of the state and various interest groups, including labor, business, local government, professions, students, and laymen. The conference focused attention on the potentials of libraries and ways that they might serve better the informational, educational, cultural, and recreational needs of the people of Montana. Means of financing library service at the local and state level were discussed, as was the need for more cooperative activities between libraries.

The State Library formally participated in the Continuing Education Program for Library Personnel established under the auspices of the Western Interstate Commission for Higher Education. This program, still in an embryo stage, will provide training opportunities for personnel at all levels, and in all types of libraries, and will significantly supplement the limited formal and informal training programs now available within Montana.

A grant was made for the preparation of a bibliography of materials relating to Montana now in print. Its publication in 1972-73 will make available to libraries and schools throughout the state a comprehensive list of materials available through the State Library and elsewhere, and it will serve as a long-needed buying guide for libraries which need to increase their Montana materials.

A bibliography of state government publications (largely Montana government documents) at the State Library was prepared and distributed widely during the year.

The State Library has continued its participation, with Washington, Alaska, Oregon, and Idaho, in support of the Pacific Northwest Bibliographic Center. Fiscal support from the state libraries, determined principally on a population basis, has enabled the Center to handle a workload almost fifty percent greater than that in the previous year.

The Library conducted a series of six workshops on interlibrary loan procedures, and the use of government documents, in December 1971. A direct result of this series has been a significant increase in the interlibrary loan requests received at the Library, and more efficient and rapid handling of these requests because the workshops served as a means of training local librarians in methods of completing and forwarding interlibrary loan requests.

Performance summary:

| | -----fiscal years----- | | |
|--|------------------------|--------------------|----------------------|
| | Historic 1970-71 | Current 1971-72 | Projected 1972-73 |
| Recorded requests for library service | 35,553 | 44,329 | 50,000 |
| Interlibrary loan requests sent to Bibliographic Center from State Library | 966 | 2,611 | 3,000 |

Training programs are an important part of this program. The State Library had no formal workshops in the field during the 1971 fiscal year, though it worked with individual staff members and boards of trustees in the various libraries. One hundred seventy-three persons participated in the interlibrary loan workshops in 1972. Plans for workshops (and projections for attendance) in 1973 are contingent on federal appropriations, still unknown at the date of this report.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients, inmates of the State Prison and provides direct service for the Galen State Hospital, Mountain View School, and the Boulder River School and Hospital. The State Library has contractual relationships with the public libraries of Great Falls, Miles City, Twin Bridges, Flathead County, Lewistown and Glendive to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops, increases in the book collections, and consultant help.

Achievements: Final plans are underway for a new library at the Boulder River School and Hospital, projected for opening soon after the beginning of the 1973 calendar year. A professional librarian, on the State Library staff, is already serving the institution and a small collection of materials is housed in a storage room.

This year a large rotating deposit collection has been placed at the Galen State Hospital. Initial weeding of the original collection has begun, with some refurbishing of the library completed. This project should be completed with the new fiscal year. The State Library has contracted with the Twin Bridges Public Library for service to the Montana Children's Center.

At the Warm Springs State Hospital emphasis has been placed on the closed wards and at the admitting hospital. Deposit collections that are frequently rotated have been placed on these wards, and the librarian is making regular visits. Emphasis has also been placed on the Talking Book program for those patients who are eligible for service. Non-handicapped patients help the handicapped patients with their service thereby creating involvement for both the handicapped and the non-handicapped. New programs using audio-visual materials have been started, but will remain limited with present staff. This outreach program necessarily caused a decrease in service offered at the main patient library.

Emphasis has been placed this year on the law collection at the prison library. Many new books have been purchased and arrangements with the State Law Library have been made for interlibrary loan and photocopy of materials needed at the prison.

Institutional librarians and heads of the institutions were brought together for a workshop this year. Each institution reported on activities in their respective institution so that programs and ideas could be shared. Bibliotherapeutic work was discussed by a national expert as a means of further integrating the library programs into the rehabilitative and therapeutic programs of the institutions. We are starting to approach adequate levels of materials in the state institutions and this workshop served as a turning point to begin giving each of these institutional programs depth in their bibliotherapeutic role.

Performance summary: No figures are presented because there are no figures that serve as adequate performance summaries. Books are placed on wards, in cottages, in cell blocks and other areas of the institutions. The main libraries are serving as reference centers, legal research areas, audio-visual centers, and interlibrary loan stations. Statistics concerning visits to the main library or books circulated from the main library give no realistic indication of the materials used or service rendered.

PROGRAM: LIBRARY SERVICE FOR THE HANDICAPPED

Description and Goals: The State Library's program, Library Services for the Handicapped, provides direct library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages. A collection of talking books, books on magnetic tape, cassette books, large type books, and machines (talking book and cassette) are used with emphasis on providing the same variety of library materials that would be available to a non-handicapped person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided to Montana readers by the Utah State Library, under contract with and paid for by the Montana State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least three times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health and social professional fields in order to identify eligible persons.

Work with community public libraries continues to increase as this program develops further. While the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. Public libraries and local institutions such as rest homes, hospitals, senior citizens organizations, and schools are being encouraged to maintain deposit collections and demonstration equipment. These deposit collections provide circulation of materials in large type and recorded magazines and sometimes recorded books, thereby reducing the circulation workload at the State Library and providing direct service to local patrons. Demonstration equipment is used to locate eligible persons in the community or institution.

Volunteer taping groups are established and trained to provide materials not available from the Library of Congress or from other Regional Libraries. These groups provide textbooks for college students, Montana material, research material for all patrons, and other material needed by Montana patrons.

Achievements: The number of persons served directly or through deposit collections during the year increased by 112 percent, to a total of 3,232, with an increase in the circulation of materials by 34 percent, to a total of 54,435. A WATS telephone service has been provided to patrons; a newsletter is distributed from time to time, increasing communication between the library and its patrons. Reference work for all patrons and recorded textbooks for college students has been increased, but is greatly limited by a lack of recording and tape duplicating facilities. Plans for recording Montana books, Montana magazines and other local interest materials have been made but these cannot be produced until recording and duplicating equipment can be acquired. A limited group of master tapes is being recorded and stored, until such time as duplicating equipment is available. New volunteer groups have been started, but they have not been used to their full potential because of a lack of staff to coordinate their efforts and because of insufficient equipment.

Deposit collections have been increased and people being served through deposit collections has been tripled. Patrons served previously from the State Library who are in rest homes, schools, hospitals, state institutions and service areas of large public libraries are now served through these deposit collections where there are sufficient numbers of patrons to warrant this change. This change in service pattern prevented a demand for direct service that could not have been met at the State Library.

These achievements reflect the increased emphasis upon locating eligible people and giving more depth to the service. Workshops, demonstrations, posters, and mailings to civic, social, and health related groups has not been curtailed however, because of the inability of the present staff to cope with further growth of the program. It is estimated that three times the number of persons now served by this program are eligible for service and additional large numbers of people will become eligible as the federal laws are changed to include mentally retarded readers. This larger number cannot be served adequately nor can a more in-depth service be offered within the budgetary limits of this program.

Performance summary:

| | -----fiscal years----- | | |
|---|------------------------|--------------------|-----------------------|
| | Historic 1970-71 | Current 1971-72 | Projected* 1972-73 |
| Individuals using service regularly at end of year | 1,016 | 1,829 | 2,100 |
| Persons served through deposit collections | 374 | 1,403 | 1,550 |
| Circulation of materials | 40,806 | 54,435 | 58,000 |

*Under present budgetary limitations service will have to be decreased to present patrons in order to provide service to this conservative projection. New patrons are now not actively being sought.

PROGRAM COST SUMMARY

| | <u>FY 1970-71</u> | <u>FY 1971-72</u> | <u>Increase (Decrease)</u> |
|---|-------------------|-------------------|--------------------------------|
| Library Services and Development | 425,351 | 576,248 | 150,897(1) |
| Library Networks | 44,469 | 41,378 | (3,091) |
| Institutional Library Service | 72,399 | 31,987 | 9,588(2) |
| Library Service for the Handicapped | <u>35,372</u> | <u>40,777</u> | <u>5,405(3)</u> |
| TOTAL PROGRAMS | <u>577,591</u> | <u>740,390</u> | <u>162,799</u> |
| Personal Services | 158,675 | 188,343 | 29,668 |
| Operating Expenses | 97,791 | 116,763 | 18,972 |
| Equipment | 74,958 | 93,679 | 18,721 |
| Grants and benefits | <u>246,167</u> | <u>341,605</u> | <u>95,438</u> |
| TOTAL BY CATEGORY | <u>577,591</u> | <u>740,390</u> | <u>162,799</u> |
| General Fund | 157,413 | 175,000 | 17,587 |
| Federal and Private Revenue Fund | 173,400 | 223,785 | 50,384 |
| Federal and Private Grant Clearance Fund | <u>246,778</u> | <u>341,605</u> | <u>94,827</u> |
| TOTAL FUNDING | <u>577,591</u> | <u>740,390</u> | <u>162,799</u> |

- (1) Increased appropriations under Titles I and II of the Library Services and Development Act, permitting increased grants to public library federation demonstrations and construction projects.
- (2) Preparation for library at Boulder River School and Hospital (development of collection, selection of furniture and equipment, and employment of librarian)
- (3) Increased staff time to handle increased workload.

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MONTANA

DEPARTMENT OF EDUCATION,
STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE
GOVERNOR OF MONTANA
HONORABLE THOMAS L. JUDGE

FOR THE FISCAL YEAR

ENDED

JUNE 30, 1973

RECEIVED

DIRECTOR OF BUDGET

MONTANA STATE LIBRARY

930 EAST LYNDALÉ AVENUE

HELENA, MONTANA 59601

October 5, 1973

The Honorable Thomas L. Judge
Governor of Montana
Capitol Building
Helena, Montana 59601


Dear Governor Judge:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1973.

Major accomplishments during the year include:

Library Network system expanded making possible the sharing of library resources on a statewide basis - including the resources of public, special and academic libraries.
Beginning of a federation demonstration at Glasgow.
Establishment of library service to three counties in the South
Central Federation at Billings.
Addition of a Public Library Consultant.
Provision of space for the Montana Biomedical Communications Director.
Completion of Facility at the Boulder River School and Hospital Library.
Increased circulation of materials to the Handicapped.
Additions to two public libraries completed and a new building underway at Missoula.
Continued expansion of the State Library collection.
Two major bibliographies completed: Montana in Print and the second annual State Government Documents.

Respectfully submitted,



Mrs. Alma S. Jacobs
State Librarian

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PRINCIPAL OFFICES AND OFFICERS

COMMISSION MEMBERS

| | |
|---|---|
| Don Gibson, Chairman (1971-74) | Lindsay, Montana 59339 |
| William P. Conklin, Vice-chairman (1969-75) | 1026 Fifth Avenue North Great Falls, Montana 59401 |
| Mrs. Doris Davies (1970-73) | 3023 Stinson Avenue Billings, Montana 59101 |
| The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) (1969-) | 401 South Fee Helena, Montana 59601 |
| Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) (1966-) | 426 McLeod Avenue Missoula, Montana 59801 |

PRINCIPAL ADMINISTRATIVE OFFICERS

David R. Hoffman, State Librarian
Richard C. Peel, Coordinator of Special Library Services
Ruth Auchenbach, Public Library Consultant

OFFICE

30 East Lyndale Avenue, Helena, Montana 59601

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

Under the Executive Reorganization Act of 1971, the Library Commission is attached to the Board of Education for Administrative Purposes, Section 82A-509 of the Revised Codes of Montana.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's annual and long range plans under the Library Services and Construction Act outline procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. These plans are on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan and the Long Range Plan, are submitted through the clearing house of the Division of Planning and Economic Development of the Department of Intergovernmental Relations.

PRINCIPAL GOALS

The State Library's goals are"

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available statewide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

MAJOR ACCOMPLISHMENTS

1. Library Network system expanded making possible the sharing of library resources on a statewide basis - including the resources of public, special and academic libraries.

2. Beginning of a Federation Demonstration at Glasgow.

A federation demonstration was begun with headquarters at the Glasgow City-County Library serving Phillips, Valley, Daniels, and Sheridan counties.

3. Establishment of library service to three counties in the South Central Federation at Billings.

The South Central Federation of Libraries with headquarters at Billings, ended its demonstration with three counties negotiating for service to begin in FY '74.

4. Addition of a Public Library Consultant.

A Public Library Consultant was added to the staff. The Consultant worked with local public libraries helping them with collection development, fiscal and legal matters, improvement of physical arrangements, projecting new and expanded programs and staffing. The responsibilities of the Consultant also included development of community libraries.

5. Provision of space for the Montana Biomedical Communications Director.

Office space was provided for the Montana Biomedical Communications Director of the Pacific Northwest Regional Health Sciences Library at Montana State Library. The Director will survey existing health sciences materials and formulate plans for a proposed statewide biomedical communications system.

6. Completion of facility at the Boulder River School and Hospital Library.

A branch library of the State Library was completed at the Boulder River School and Hospital and will begin full time operation at the beginning of FY '74.

7. Increased Circulation of Materials to the Handicapped.

The State Library's Division for the Blind and Physically Handicapped curtailed its planned workshops to locate eligible readers, but circulation rose 30%. Volunteer recording groups were started. Deposit collections of materials to reach local readers were doubled.

8. Additions to Two Public Libraries Completed, and a New Building Underway at Missoula.

A bookmobile garage addition to the Miles City Public Library, funded through FY '71 LSCA Title II carryover funds and local gifts, was completed. Remodeled quarters for the Columbia Falls Branch of the Flathead County Library was completed from the same funds. A new building for the City-County Library of Missoula was begun with local bond issue funds, the balance of Montana's FY '71 LSCA, Title II, carryover funds. and the state's FY '72 LSCA, Title II allocation.

9. Continued Expansion of the State Library Collection.

The State Library's collection continued to improve and expand in more specialized areas to supplement local public library collections and to serve state government.

10. Two Major Bibliographies Completed.

Two major bibliographies were completed: Montana in Print and the second annual State Government Documents Bibliography.

PROGRAM COST SUMMARY

| | FY 1971-72 | FY 1972-73 | Increase (Decrease) |
|---|----------------|---------------|------------------------|
| Library Services and Development | 576,248 | 353,757 | (222,491) |
| Library Networks | 41,378 | 42,055 | 677 |
| Institutional Library Service | 81,987 | 75,503 | (6,484) |
| Library Service for the Handicapped | <u>40,777</u> | <u>45,134</u> | <u>4,357</u> |
| TOTAL PROGRAMS | 740,390 | 516,449 | *(223,941) |
| Personal Services | 188,343 | 212,018 | 23,675 |
| Operating Expenses | 116,763 | 142,458 | 25,695 |
| Equipment | 93,679 | 64,951 | (28,728) |
| Grants and Benefits | <u>341,605</u> | <u>97,022</u> | <u>(244,583)</u> |
| TOTAL BY CATEGORY | 740,390 | 516,449 | *(223,941) |
| General Fund | 175,000 | 174,990 | (10) |
| Federal and Private Revenue Fund | 223,785 | 244,437 | 20,652 |
| Federal and Private Grant Clearance Fund | <u>341,605</u> | <u>97,022</u> | <u>(243,583)</u> |
| TOTAL FUNDING | 740,390 | 516,449 | *(223,941) |

*Decreased appropriation under Titles I and II of the Library Services and Construction Act, causing decreased grants to public library federations and no construction grants.

PROGRAM DESCRIPTIONS

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Goals: In this program, the State Library Commission maintains and operates the State Library, providing library service to officers and employees of the State Government, local public libraries supplementing their resources, and residents of the State who have no direct access to public libraries.

The State Library furnishes advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. The library maintains and operates a State publications distribution center.

Titles I and II of the Library Services and Construction Act provide funds in this program which are used in direct assistance to public libraries. Title I monies are used to support demonstrations of multi-county library federations. Title II funds are available to assist in the construction of public library buildings.

Objectives: The first objective in this program is strengthening the collection and staff of the State Library in order to provide an adequate and effective library reference and lending service for all officers and employees of State Government, to supplement the resources of local public libraries, and to adequately serve persons with no local libraries until such time as they have access to local libraries.

The second objective is the development of adequately organized and supported public libraries across the State to serve all residents of the State.

Achievements: The State Library continued its improvement and expansion of materials, providing a more specialized collection to supplement the local public libraries. As local collections have expanded, the State Library has been able to place less emphasis upon a general collection to expand into more specialized areas. This has not only provided a better supplemental collection for the local public library, but has also increased the State Library's ability to serve State government offices and employees. Special efforts were made this year to contact government offices which resulted in a higher level of service to these offices.

Public Library Consultant was added to the staff to work with local libraries and to provide programs of continuing education to improve all levels of library service. The consultant worked with local libraries helping with collection development, fiscal and legal matters, new and expanded programs, improvement of physical arrangements, development of community libraries and staffing. Consultative service was given to small communities who were making plans to combine school and public libraries when the population base was too small to warrant the development of both types of libraries. Efforts were made through workshops, consultation, and mailings to provide continuing education of library personnel.

Office space was provided for the Montana Biomedical Communications Director of the Pacific Northwest Regional Health Sciences Libraries Program. The Director surveyed the existing health sciences collections in the state to lay the foundation for an information network that would supply the people of the state with information in the health sciences.

The State Library Commission funded a federation demonstration at the beginning of the fiscal year serving the four north-eastern counties of Phillips, Valley, Daniels, and Sheridan. The counties together have about 25,000 residents, spread over an area of more than 13,000 square miles. Parts of two Indian reservations (The Rocky Boy and Fort Peck Reservations) are included. Geographic isolation is a major problem, with small communities sixty miles or more from county seats, many one teacher rural schools, and only one community with more than 2,500 residents. Median family income for these counties was almost \$2,000 below the statewide median at the 1970 census. The demonstration has headquarters at the Glasgow City-County Library. Materials and equipment were increased, staff was added, and a bookmobile was purchased to provide adequate library service during the demonstration.

Other requests for demonstrations and grants within the federations had to be denied because of insufficient funds.

A two year demonstration in the South Central Federation of Libraries, serving three counties, ended at the beginning of FY '73. At the end of the year two of the counties (Carbon, Big Horn) voted to continue participating in the federation and Yellowstone County was negotiating with the headquarters library in Billings.

A bookmobile garage addition to the Miles City Public Library, funded through FY '71 LSCA Title II carryover funds and local gifts, was completed. Remodeled quarters for the Columbia Falls Branch of the Flathead County Library was completed from the same funds. A new building for the City-County Library of Missoula was begun with local bond issue funds, the balance of Montana's FY '71 LSCA, Title II, carryover funds, and the state's FY '72 LSCA, Title II allocation.

Performance Summary:

| | -----fiscal years----- | | |
|---|------------------------|--------------------|----------------------|
| | Historic 1971-72 | Current 1972-73 | Projected 1973-74 |
| State Library collection (volumes) | 141,368 | 145,766 | 148,000 |
| State Library Circulation | 46,324 | 57,788 | |
| Counties participating in federations or demonstrations | 21 | 21 | 24 |
| Construction projects completed | 0 | 2 | 1 |

PROGRAM: LIBRARY NETWORKS

Goals: Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection.

Objectives: To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to obtain from out-of-state sources materials not available in Montana; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

Achievements: A bibliography of materials relating to Montana now in print was published and made available to libraries and schools throughout the state. It serves as a long-needed selection guide for libraries which need to increase their Montana materials.

A second annual bibliography of state government publications (largely Montana government documents) held at the State Library was prepared and distributed widely during the year.

The State Library has continued its participation, with Washington, Alaska, Oregon, and Idaho, in support of the Pacific Northwest Bibliographic Center. Fiscal support from the state libraries (two-thirds of Montana's share coming from LSCA, Title III), determined principally on a population basis, has enabled the Center to handle an increasing workload.

The State Library continued its formal participation in the WICHE Continuing Education Program for Library Personnel. A Management by Objectives seminar was held for personnel in all types of libraries and plans were made for a Library Trustee Workshop to be held next year.

The cooperative library service network continued providing increased services. An in-WATS telephone system linking the public, special and academic libraries of the state to the State Library, and a state-leased network linking the State Library with academic and institutional libraries in the state are utilized to bring requests for material or information from every community in Montana (academic, special, school and public libraries) to the libraries which can fill those requests.

Performance Summary:

| | -----fiscal years----- | | |
|--|------------------------|--------------------|----------------------|
| | Historic 1971-72 | Current 1972-73 | Projected 1973-74 |
| Recorded requests for library service | 44,329 | 56,161 | |
| Interlibrary loan requests sent to Bibliographic Center from State Library | 2,611 | *2,572 | |

*Requests that could be obtained in an inexpensive format were purchased rather than sent on to PNBC. Requests were examined more closely and if it was felt that the material should be in the State Library's collection, it was purchased rather than requested through PNBC.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients, inmates of the State Prison, and residents of the Boulder River School and Hospital and provides direct service for the Galen State Hospital and the Mountain View School. The State Library has contractual relationships with the public libraries of Great Falls, Miles City, Twin Bridges, Flathead County, Lewistown and Glendive to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops, increases in the book collections, and consultant help.

Achievements: At the Boulder River School and Hospital, a branch library of the State Library was completed and ready for operation at the end of the fiscal year. The Librarian worked at the institution during the entire year providing library services to residents and staff. This completes the third institutional branch library of the State Library: the other two being located at the State Prison (Deer Lodge) and the state mental hospital (Warm Springs).

The collections of the prison and mental hospital were expanded to include more paperback material, vertical file material, and deposit collections of material in areas of the institutions that are remote from the libraries. A film program was instituted at Warm Springs and the outreach program was expanded, attempting to reach those residents who have never used the library either because of the severity of their illness or because of their immobility.

The two institutions without branch libraries that are served directly by the State Library - Mountain View (girls reformatory) and Galen State Hospital (respiratory disease and elderly wards of other institutions) - had a complete re-evaluation of their collections. Both collections were improved and expanded.

The remaining seven state institutions are served by local public libraries under contract with the State Library. Deposit collections in these institutions were rotated several times and expanded during the year. Special emphasis was given to locating handicapped persons who need specialized materials from the Regional Library for the Blind and Physically Handicapped.

Performance Summary: No figures are presented because there are no figures that serve as adequate performance summaries. Books are placed on wards, in cottages, in cell blocks and other areas of the institutions. The main libraries are serving as reference centers, legal research areas, audio-visual centers, and interlibrary loan stations. Statistics concerning visits to the main library give no realistic indication of the materials used or service rendered.

PROGRAM: LIBRARY SERVICE FOR THE HANDICAPPED

Description and Goals: The State Library's program, Library Services for the Handicapped, provides direct library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages. A collection of talking books, books on magnetic tape, cassette books, large type books, and machines (talking book and cassette) are used with emphasis on providing the same variety of library materials that would be available to a non-handicapped person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided to Montana readers by the Utah State Library, under contract with and paid for by the Montana State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least three times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health and social professional fields in order to identify eligible persons.

Work with community public libraries continues to increase as this program develops further. While the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. Public libraries and local institutions such as rest homes, hospitals, senior citizens organizations, and schools are being encouraged to maintain deposit collections and demonstration equipment. These deposit collections provide circulation of materials in large type and recorded magazines and sometimes recorded books, thereby reducing the circulation workload at the State Library and providing direct service to local patrons. Demonstration equipment is used to locate eligible persons in the community or institution.

Volunteer taping groups are established and trained to provide materials not available from the Library of Congress or from other Regional Libraries. These groups provide textbooks for college students, Montana material, research material for all patrons, and other material needed by Montana patrons.

Achievements: In FY '73 workshops were planned with public library personnel, social workers, school and rest home administrators and others to enlist their aid in offering readers' advisors services and to help identify new patrons. These workshops had to be curtailed due to a lack of funds to increase the capacity of the library to serve a significantly larger number of users. The level of library service to present users was greatly increased during the fiscal year. Circulation of materials increased by 30 percent, to 70,498.

A concentrated effort was made to form new volunteer taping groups. Three new groups have been started, with on-going training programs. One group is in the process of taping Montana, the Magazine of Western History, from its first publication through to the present. A second group is taping local interest books. A third group is taping short articles needed by patrons for research, speech preparation, professional reading, and for general use.

A continued effort is being made to provide more deposit collections of material in public libraries, rest homes, hospital and other appropriate places where a number of patrons are able to conveniently borrow material from a local collection. The number of deposit collections was doubled during the fiscal year to 131.

Performance Summary:

| | -----fiscal years----- | | |
|---|------------------------|--------------------|-----------|
| | Historic 1971-72 | Current 1972-73 | Projected |
| Individuals using service regularly at end of year | 1,829 | *1,794 | 1,950 |
| Persons served through deposit collections | 1,403 | 1,540 | 1,800 |
| Circulation of materials | 54,435 | 70,498 | 80,000 |

*New patrons were not actively sought during the fiscal year as explained above.

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MONTANA

OCT 16 1974

STATE BOARD OF EDUCATION
STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE
GOVERNOR OF MONTANA
HONORABLE THOMAS L. JUDGE

FOR THE FISCAL YEAR
ENDED

JUNE 30, 1974

Avenue
59501

MONTANA STATE LIBRARY

930 EAST LYNDAL AVENUE

HELENA, MONTANA 59601

October 7, 1974

The Honorable Thomas L. Judge
Governor of Montana
Capitol Building
Helena, Montana

Dear Governor Judge:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1974.

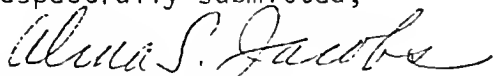
Major accomplishments during the year include:

The addition of six counties to the federation of libraries system in Montana. Daniels, Phillips, Sheridan and Valley counties joined Golden Plains Federation at Glasgow. Treasure County joined Sagebrush Federation at Miles City. Blaine County joined Pathfinder Federation at Great Falls.

Montana Information Network Exchange program - which coordinates the resources and services of all types of libraries in the state is growing in strength and capability and will be of greatest value in linking the libraries of the state to regional or national networks. A health sciences information network is coordinated with Montana Information Network Exchange. It includes hospital, clinic and special libraries, and is bringing medical information to Montana communities, using health sciences resources of the state which were previously untapped.

30% increase in requests for information and reference received from state agencies.

Respectfully submitted,



Mrs. Alma S. Jacobs
State Librarian

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AGENCY ORGANIZATION

COMMISSION MEMBERS

| | |
|---|---|
| William P. Conklin, Chairman (1974-1977) | 1026 Fifth Avenue North Great Falls, Montana 59401 |
| Mrs. Margaret Warden, Vice-chairman (1973-1976) | 208 Third Avenue North Great Falls, Montana 59401 |
| Don Gibson, Member (1974-1977) | Box 199 Glendive, Montana 59330 |
| The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) (1969-) | 401 South Fee Helena, Montana 59601 |
| Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) (1966-) | 426 McLeod Avenue Missoula, Montana 59801 |

PRINCIPAL ADMINISTRATIVE OFFICERS

Alma S. Jacobs, State Librarian
Richard C. Peel, Coordinator of Special Library Services
LaVern Kohl, Coordinator of General Library Services
Alberta Titus, Administrative Assistant

OFFICE

930 East Lyndale Avenue, Helena, Montana 59601

LEGAL REFERENCES

the statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

Under the Executive Reorganization Act of 1971, as amended by the State Legislature, 43rd session, 1974, the State Library Commission is allocated to the State Board of Education, Section 82-A-509 of the Revised Codes of Montana for purposes of planning and coordination; its budget requests shall be included with those of the State Board of Education, but the governance, management and control of the state agency is vested in the State Library Commission. Section 81A-501.1, Revised Codes of Montana, as amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's annual and long range plans under the Library Services and Construction Act outline procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. These plans are on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan and the Long Range Plan, are submitted through the clearing house of the Division of Planning/Economic Division of the Department of Intergovernmental Relations.

STATE LIBRARY COMMISSION

GOAL:

Provide or implement the provision of quality library service for all residents of the State of Montana.

MAJOR RESPONSIBILITIES:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information when needed, both intrastate and interstate.
4. Adequate library service to the state's institutionalized and/or blind or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

STATE LIBRARY COMMISSION

MAJOR ACCOMPLISHMENTS:

1. Greatly increased resources and services available to departments of state government, to state officers and to state employees.
2. Legislation was passed to recognize federations as legal entities to receive funds.
3. Golden Plains Federation, with headquarters at Glasgow, established.
4. TWX telecommunications network instituted between the State Library, the federations' headquarters, and the two universities' libraries.
5. Beginning of library services to Boulder River School and Hospital and expansion of services to all institutions.
6. Thirty-one per cent increase in circulation of materials to Blind and/or Physically Handicapped.

PROGRAM COST SUMMARY

| | FY 1972-1973 | FY 1973-74 | Increase (Decrease) |
|---|-------------------|----------------|------------------------|
| Library Services and Development | 353,757 | 329,198 | (24,559) |
| Library Networks | 42,055 | 41,885 | (170) |
| Institutional Library Service | 75,503 | 82,803 | 7,300 |
| Library Service for the Handicapped | 45,134 | 77,685 | 32,551 |
| Administration * | <u> </u> | <u>43,377</u> | <u>43,377</u> |
| TOTAL PROGRAMS | 516,449 | 574,948 | 58,499 |
| | | | |
| Personal Services | 212,018 | 187,921 | (24,097) |
| Operating Expenses | 142,458 | 199,392 | 56,934 |
| Equipment | 64,951 | 53,500 | (11,451) |
| Grants and Benefits | <u>97,022</u> | <u>134,135</u> | <u>37,113</u> |
| TOTAL BY CATEGORY | 516,449 | 574,948 | 58,499 |
| | | | |
| General Fund | 174,990 | 176,333 | 1,343 |
| Federal and Private Revenue Fund | 244,437 | 398,615 | 154,178 |
| Federal and Private Grant Clearance Fund | <u>97,022</u> | <u> **</u> | <u>(97,022) **</u> |
| TOTAL FUNDING | 516,449 | 574,948 | 58,499 |

* Formerly in Library Services

** Decreased appropriations under Titles I and II of the Library Services and Construction Act, causing decreased grants to public library federations and no construction grants.

AL:

Provision of effective library service to all officers and employees of State government and access to quality library service for all residents of the State.

MAJOR OBJECTIVES:

1. Strengthen the resources of the State Library to provide adequate and effective library service to all officers and employees of State government.
2. Promote and assist federations of libraries as a means of providing more effective library service with greater resources and less duplication.
3. Assist all public libraries of the State as needed and provide direct library service to persons without access to a public library.

MAJOR ACCOMPLISHMENTS:

1. Thirty per cent increase in requests from state agencies.
2. Funds received under Titles I and III of the Library Services and Construction Act administered to further library development in the State.
3. Legislation was passed to recognize federations as legal entities to receive any available state funding for public libraries.
4. Golden Plains Library Federation established to serve four counties with headquarters at Glasgow, and two counties added to other federations.
5. Treasure County joined Sagebrush Federation of Libraries and Blaine County joined Pathfinder Federation of Libraries.
6. Provided consultant services and supplemental book collections when requested.

LIBRARY NETWORKS PROGRAM

GOAL:

1. Coordinate the resources and services of all types of libraries in the state.

OBJECTIVES:

1. Establish communication networks to locate in-state and out-of-state sources of information and materials.
2. Make available, through photocopy or interlibrary loan, materials located in state or out of state.
3. Increase capability of library personnel statewide through training programs and in-service education.
4. Support cooperative programs designed to improve access to materials and services.

ACCOMPLISHMENTS:

1. TWX telecommunications machines installed in State Library, the five federation headquarters, and the two universities to facilitate location of in-state materials. This system is linked with out-of-state sources of information.
2. Greatly increased distribution of photocopied material.
3. Important service provided to medical profession and allied health personnel through cooperation with Biomedical Librarian and regional resources.

STITUTIONAL LIBRARY SERVICE PROGRAM

GOAL:

Provide high quality library service to residents and inmates of state institutions.

RESPONSIBILITIES:

1. Establish libraries and provide service to residents of state institutions.
2. Upgrade existing institutional library service through improved collections and consultant service.

ACCOMPLISHMENTS:

1. Opening and operation of a branch of State Library at Boulder River School and Hospital.
2. Warm Springs, State Prison and Mountain View School collections from State Library rotated; additions made to deposit collections.
3. Improvement of service to seven state institutions served through contractual arrangements between local public libraries and the State Library.

LIBRARY SERVICE FOR THE BLIND AND PHYSICALLY HANDICAPPED PROGRAM

GOALS:

Provide direct library service to any resident of the state who, (because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages) or is unable to utilize conventional public library materials and services.

RESPONSIBILITIES:

1. Locate and extend library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or to turn pages.
2. Serve as a Regional Library for the Blind and Physically Handicapped and act as liaison between national sources, other regional libraries and community public libraries.
3. Provide additional materials for eligible users through services of volunteers.

ACCOMPLISHMENTS:

1. Workshops held in major cities, in conjunction with other state agencies, to locate and identify those eligible for service.
2. Workshops and consultant services to public library staffs to help them become more familiar with library services available for the blind and physically handicapped.
3. Volunteer taping groups were upgraded and expanded to provide materials not available from other sources.
4. Thirty-one per cent increase in circulation of library materials to the blind and physically handicapped.

ADMINISTRATION PROGRAM

GOAL:

Provide efficient administration of State Library's functions.

OBJECTIVES:

1. Develop administrative procedures for the most effective utilization of funds, materials and personnel to execute State Library's functions.
2. Locate and administer all possible sources of funding available to libraries of the state.
3. Provide long-range planning, collect information on libraries of the state, and coordinate local, regional and national programs.

ACHIEVEMENTS:

1. Applied for and administered funds available under Library Services and Construction Act.
2. Implemented expansion of library services throughout state.
3. Collected and distributed information on libraries of state to provide a basis for evaluation.

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Montana State Library's collection of materials was strengthened by concentration of emphasis on reference and research materials designed to answer information requests from local public libraries and from departments of state government. Children's books are not being purchased and the State Library present collection of juvenile titles is being distributed to Federation Headquarters' Libraries to strengthen their service to children.

From state agencies there was a 30% increase in requests for information. The State Highway Department's collection was incorporated into the Montana State Library collection and the Department's research and information requests are handled by Montana State Library's staff of reference librarians. The collection in its present location is also useful to many other departments of state government thereby reducing the need for duplication of acquisitions. Service to local public libraries was strengthened by consultant visits to requesting libraries and by furnishing supplemental collections of materials from the State Library's collection.

The organization of Golden Plains Federation of Libraries with headquarters at Glasgow City-County Library was completed. Golden Plains Federation serves the counties of Daniels, Phillips, Sheridan and Valley.

Treasure County joined the Sagebrush Federation of Libraries with headquarters at Miles City. Blaine County joined the Pathfinder Federation of Libraries with headquarters at Great Falls.

Legislation was passed by the forty-third session, 1974, of the State Legislature to establish federations as legal entities to develop library service in Montana and to receive such state funding as may be available to libraries. This is a major achievement in giving legal identity to the federations in the public library system.

PERFORMANCE SUMMARY

| | -----fiscal years ----- | |
|---|-------------------------|------------------------|
| | Historic 1972-73 | Current 1973-74 |
| corded requests for library service | 56,161 | 30,414 |
| terlibrary loan requests sent to Bibliographic Center from State Library | * 2,572 | 9,887 Network 3,105 |

Requests that could be obtained in an inexpensive format were purchased rather than sent on to PNBC. Requests were examined more closely and if it was felt that the material should be in the State Library's collection, it was purchased rather than requested through PNBC.

PROGRAM: LIBRARY NETWORKS

GOALS: To provide good library service to all citizens of Montana, by overcoming the geographic barriers of distances and the lack of local resources; to strengthen the Federation systems by extending the resources of the Headquarters' libraries; to share the resources of the Universities with all the citizens of Montana; to eliminate costly duplication of expensive materials; to extend the access of Montana citizens to resources outside the state.

OBJECTIVES: To make available through interlibrary loan or photocopy any materials held in the state to any person in the state; to obtain from out-of-state sources materials not available in Montana; to support cooperative programs designed to improve access to materials and services; to consolidate resources within the state and avoid duplication of materials.

ACCOMPLISHMENTS: With limited funding from the new biennium budget, the year began very poorly for the library network system. Loss of staff and telephone limited the amount of help that could be given and material located for both public libraries and state agencies.

With the release of the LSCA title III funds, after the first of the year, the State Library was able to expand and develop its network service and accomplish the goals that had been established.

The formation of the Montana Information Network Exchange (called MINE because it belongs to every person in the state) was possible through the use of federal funds. TWX machines were leased and installed at the five federation libraries in the state - Great Falls, Billings, Glasgow, Miles City and Libby, with machines also installed at the two universities and at the State Library.

The use of the machines to transmit requests quickly and efficiently made it possible for the State Library to locate material for any library in the state, sending in their request to the State Library.

The cooperation of the two largest public libraries in the state, Great Falls and Billings, and the two universities' libraries through the State Library network, made it possible for every citizen of the state to have access to resources far greater than his own local library could provide.

The cooperation of academic libraries, public libraries and special libraries in the Montana Information Network Exchange is a tremendous asset to library development in Montana. Sharing and cooperation are the very center of network operation, and Montana is fortunate in having that cooperation between its various libraries.

The Hotline to the State Library makes it possible for any library in the state to call directly to the State Library for its requests or answers to its questions. When this service was eliminated by budget necessity a year ago, it was the one item that caused most anguish to the libraries and their patrons around the state. It was the first item that was restored when funds were available and continues to

is a vital link between the state government in Helena and the grassroot citizens of the far edges of Montana.

Through the Montana Information Network Exchange, the federation system of library service as designated by legislation passed at the 1974 Legislative session has been strengthened. Access to wider resources is the carrot that brings local libraries into cooperation with other libraries of its area.

The increased use of photocopy material has been made possible through the quick access that the library network program provides. The amount of photocopy material provided through MINE for state agencies and public libraries has increased from approximately 500 pages a month to more than 1,500 pages a month. The State Library has absorbed this cost in the network system to avoid the costly bookkeeping and inconvenience that is involved in interdepartmental billing.

The network system has also worked closely with the Biomedical Librarian from the Pacific Northwest Regional Health Science Library in providing medical information for professional medical and health personnel in all parts of Montana. Materials not available from the nearest hospital library are now requested by telephone or mail from the State Library. Through MINE and the TWX machines, it is possible to locate these requests quickly within the state and see that they are sent where they are needed. Those materials not available in the state are sent directly to the Regional Health Science Library in Seattle by the TWX machine.

Through the continued support of the Pacific Northwest Bibliographic Center and the Pacific Northwest Health Sciences Library, access to materials held by large public and academic libraries of the Pacific Northwest are available to the citizens of Montana. Between 200 and 300 requests a month are sent on to PNBC or NHSL for materials not to be found in Montana. This widening of library horizons is one of the major objectives of the Montana Information Network Exchange.

The Montana Information Network Exchange is a forward step in the library development of tomorrow. This is the future of library service, and Montana has made a beginning.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients, inmates of the State Prison, and residents of the Boulder River School and Hospital and provides direct service for the Galen State Hospital and the Mountain View School. The State Library has contractual relationships with the public libraries of Great Falls, Miles City, Twin Bridges, Flathead County, Lewistown and Glendive to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops, increases in the book collections, and consultant help.

Achievements: At the Boulder River School and Hospital, a branch library of the State Library was opened at the beginning of the fiscal year and has been in full operation during the year. Three branch libraries are now in operation: the Boulder River School and Hospital, the State Prison, and the State Mental Hospital. The Boulder Library was expanded to include more paperbacks, more picture books, more educational toys, and more non-print media. The librarian has worked closely with the psychology staff, the teaching staff, and the Foster Grandparents to provide services to each group.

The Warm Springs and State Prison collections were rotated monthly from the State Library's collection. Five hundred paperbacks were added to each collection through purchase and gift collections were also added. Additions were made to the deposit collections on the wards where patients and inmates were not able to come to the library. Several hundred items were added to the prison's non-print collection. The Warm Springs library sponsored 95 film showings with 1,689 people attending.

The Mountain View School (served directly by the State Library) rotated its collection at the State Library, added new paperbacks, and purchased audio visual equipment to upgrade its non-print collection. In addition paperback book racks were purchased for each cottage and a collection was supplied for each. The Galen State Hospital collection (also served directly by the State Library) was re-evaluated and its paperback collection was upgraded and enlarged. A new collection of paperbacks was added to the Alcoholic Treatment and Rehabilitation center.

The remaining seven state institutions are served by local public libraries under contract with the State Library. Deposit collections in these institutions were changed several times according to need. Bookmobile service was continued at Pine Hills, Eastmont, and the Deaf and Blind School. Twin Bridges residents were encouraged to use the Public Library with an increase in the number of hours the

brary is open. The children from Eastmont were brought to the public library every week for a story hour. Residents from the Center for the Aged were transported to the local library. At the Veteran's Home a librarian visited the institution every week to encourage use of the library and deliver special requests. Several programs were sponsored at the Flathead county library for residents at the Swan River Camp, and the Antique Automobile Club visited the institution to bring the new library collection and to provide a program for the residents.

Performance Summary: No figures are presented because there are no figures that serve as adequate performance summaries. Books are placed on wards, in cottages, cell blocks and other areas of the institutions. The main libraries are serving reference centers, legal research areas, audio-visual centers, and interlibrary loan stations. Statistics concerning visits to the main library give no realistic indication of the materials used or service rendered.

PROGRAM: LIBRARY SERVICE FOR THE HANDICAPPED

Description and Goals: The State Library's program, Library Services for the handicapped, provides direct library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages. A collection of talking books, books on magnetic tape, cassette books, large type books, and machines (talking book and cassette) are used with emphasis on providing the same variety of library materials that would be available to a non-handicapped person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided to Montana readers by the Utah State Library, under contract with and paid for by the Montana State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least four or five times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health and social professional fields in order to identify eligible persons.

Work with community public libraries continues to increase as this program develops further. While the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. Public libraries and local institutions such as rest homes, hospitals, senior citizens organizations, and schools are being encouraged to maintain deposit collections and demonstration equipment. These deposit collections provide circulation of materials in large type and recorded magazines and sometimes recorded books, thereby reducing the circulation workload at the State Library and providing direct service to local patrons. Demonstration equipment is used to locate eligible persons in the community or institution.

Volunteer taping groups are established and trained to provide materials not available from the Library of Congress or from other Regional Libraries. These groups provide textbooks for college students, Montana material, research material for all patrons, and other material needed by Montana patrons.

Achievements: Workshops were held in major cities, including the surrounding counties, jointly sponsored by the Montana Association for the Blind, Visual Services Division of SRS, the School for the Deaf and Blind, and the Montana State Library, Division for the Blind and Physically Handicapped. The workshops are held to identify new patrons and to introduce the services to persons in the community who in turn will be working with the handicapped. Educators, social workers, librarians, legislators, medical workers, rest home personnel and other interested persons were invited.

workshops were also held for public library staffs to help the staffs become more familiar with library services to the blind and physically handicapped. Public libraries are encouraged to provide the personal contact that is impossible from central state library. They help patrons with equipment, with selection of reading material, and problems encountered with services.

Volunteer taping groups were upgraded and expanded. Textbook material for students, Montana history and related material, magazine articles for research and information, and books of interest to patrons not provided on the national program were taped for Montana patrons and made available nationally. Montana, the Magazine of Western History is now available to all handicapped Montana patrons on a cassette format. Sub-master copies are also provided to the other 52 Regional Libraries for the Blind and Physically Handicapped. Further expansion of these volunteer taping groups has been curtailed because of the lack of staff and equipment necessary to coordinate the program.

Informational mailings about services were made to doctors, rest homes, libraries, and clergy. A full news article appeared in most of the Church Newspapers in the state. Displays at libraries, county fairs and other focal points were encouraged.

Circulation of library materials increased by 31%, to 92,300 books and magazines.

Continued effort is being made to provide more deposit collections of material in public libraries, rest homes, hospitals and other appropriate places where a number of patrons are able to conveniently borrow material from a local collection.

Performance Summary:

| | -----FISCAL YEARS----- | | |
|---|------------------------|--------------------|----------------------|
| | Historic 1972-73 | Current 1973-74 | Projected 1974-75 |
| Individuals using service regularly at end of year | 1,794 | 1,877 | 2,000 |
| Persons served through deposit collections | 1,540 | 1,637 | 1,800 |
| Circulation of materials | 70,498 | 92,300 | 100,000 |

LIBRARY COMMISSION (5115)

General Library Services (01)

Services to state agencies were greatly increased. Six agencies now have agreements for library service, and a seventh is receiving assistance in the cataloging of their collection. A workshop for state employees was held in cooperation with the Energy Research Coordinator to acquaint the participants with energy-related research and reference material offered by the State Library. A photocopy of the table of contents of journals received by the State Library is sent to state agencies as each new issue is received. Employees may then request a copy of any article which interests them. Reference and inter-library loan service to state personnel has doubled in the past year.

Library Development

Library federations were strengthened. Seven grants from federal funds were made to assist in providing better service to areas without library service or with inadequate library service. One grant was made for library construction. Legislation was passed to allow a vote for funding of state aid to federation libraries at the November, 1976, election.

Library Networks Program (02)

Procedures initiated to allow library federation headquarters to call member libraries for requests and forward them by TWX. State Library staff participated in WICHE network planning meetings. Workshops on interlibrary cooperation held for coordinators of federations, school, special and academic librarians.

Institutional Library Services (03)

Contracts were made with seven public libraries to extend library service to state institutions within their areas. Branch libraries staffed by State Library personnel have been established at Boulder River School and Hospital, Montana State Prison and Warm Springs State Hospital. Library service is also extended to Galen State Hospital and Mountain View School.

Library Service to Physically Handicapped (04)

Large increase in services to include 4,440 readers, 2,050 of whom were served by deposit collections in rest homes, hospitals, institutions, schools and public libraries. Workshops were held to help in identification of those eligible for services and assistance was given in how to provide services.

Administration of Library Programs (05)

Publication of Montana Library Directory and the public library statistics. Changes were made in reporting procedures at both state and local levels to comply with recommendations made by federal auditors after the audit of the administration of Library Services and Construction Act funds.

PLEASE RETURN MONTANA STATE LIBRARY ANNUAL REPORT — 1982

STATE DOCUMENTS COLLECTION

MAY 4 1983

MONTANA STATE LIBRARY

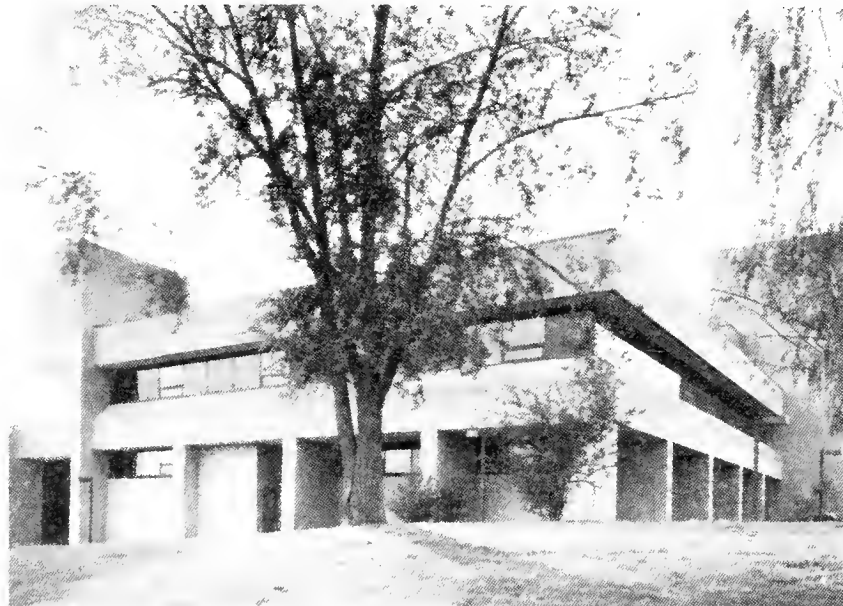
1515 E. 6th AVE.

HELENA, MONTANA 5962

A Report to the Governor and the Forty-Eighth Legislature



The search for a new State Librarian began January, 1982, following Alma Jacob's retirement. Mrs. Jacobs served as State Librarian from July, 1973, to January, 1982. The Montana State Library Commission named Sara Parker State Librarian. Ms. Parker, formerly Regional Supervisor, Library Service Systems Coordination at Colorado State Library, began her duties September 1, 1982.



The State Library moved into the New Justice/Montana State Library building in November, 1982. From the time the State Library relocated from Missoula to Helena in 1965, the long range goal has been a new State Library building in the Capitol Complex. The new building, housing the Supreme Court, Justice Department, State Law Library and the State Library in a beautiful, functional building only two blocks from the Capitol, represents the realization of this goal.

Highlights in a year of transition:

- New State Library facility
- New State Librarian
- Major review of State Library programs

The Montana State Library Commission began a review of State Library programs in January, 1982. A six-member committee was named to examine services and recommend ways to maintain and improve them. The committee spent six months conducting the review, which explored many facets of library service in Montana. The report, prepared by Melinda Artz, contained 122 recommendations addressing the following needs:

- Clarification of service roles and relationships among State Library users
- Evaluation and planning for internal and statewide library automation
- Reviewing and revising State Library budget structures and funding levels
- Reviewing State Library personnel matters, including staff allocation, classification, professional development and performance evaluation
- Creating better understanding among users of the State Library's services in order to promote more public awareness

Implementation of the recommendations began in the fall.

Montana public and other libraries

The State Library reached libraries through a variety of services and activities that provided:

Reference service filled 8,517 requests for information; performed 277 online searches; and circulated 5,260 library items.

Coordination of the statewide interlibrary loan system. This included State Library staff finding locations for 4,434 interlibrary loan requests through the Washington Library Network and forwarding these requests to holding libraries. Two meetings devoted to procedures and protocols for interlibrary loan were sponsored by the State Library.

Coordination of federation activities through four Coordinators' meetings with State Library staff.

Distribution of state documents and publications to 14 public, academic and special library depositories throughout the state.

Fifty-eight consultative visits by State Library staff to federation headquarters libraries and other libraries.

Administration and distribution of \$353,634 coal severance tax funds to public library federations. Administration of Library Services and Construction Act funds, which included grants to update the Montana Union List of Serials and to assist in the development of a COM catalog at the City-County Library of Missoula.

Publication and printing of the **Library Directory, with statistics**. Assistance with the publication, printing and distribution of the **Library Trustee Manual**.

Sponsorship of a training session on microcomputers and a workshop in grantsmanship.

Blind and physically handicapped users

Service to users comes from the State Library Division for the Blind and Physically Handicapped. The Division is part of a national network of regional libraries which receive equipment and reading materials from the National Library Service of the Library of Congress. In this past year the Division has:

Circulated 51,857 talking books and cassettes to over 1,600 users. Sixty-eight percent of the circulated material was selected for the readers by staff in the Division because the readers were unable to select their own materials.

Provided 1,757 talking books and cassettes in nursing homes, group homes and public schools for special education students.

Distributed 1,079 talking book machines to new users or to those persons needing replacement machines.

Added 6,998 copies of talking books and cassettes to the State Library's collection.

Responded to users with 7,689 letters and telephone calls.

Coordinated 1,900 hours of service from volunteers. This included the Telephone Pioneers, who repair talking book machines.

Employees of state government

The State Library provided information to government officials to help them perform their work. In doing this, the Reference Department:

Responded to 11,162 requests from state employees for information in 1982. Questions came by mail, telephone or visits to the State Library. They ranged from simple questions, such as what are the historic gold mining sites in Lewis and Clark County, to complex ones, such as the health and environmental effects of Endrin.

Performed 415 online reference searches to provide in depth information on particular topics. The State Library has access to 160 computer data bases for these searches.

Borrowed 4,484 items not owned by the State Library through interlibrary loan for state agency users. The Reference staff uses the Washington Library Network computer terminal for interlibrary loan requests to verify titles and to locate the requested material.

Checked out 26,192 books, government documents, journals and periodicals to state agency employees.

Scheduled nine orientation sessions for 117 persons in order to introduce state employees to the Library. (In the month of January, 1982, the State Library has held 12 orientation meetings with 149 attending).

Residents of Montana institutions

These users received both direct and indirect service from the State Library:

Direct service was provided to those institutions nearest to Helena. These are: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School for Girls and Warm Springs State Hospital. Service to these residents included:

Purchase of paperbacks, magazines and newspaper subscriptions, legal materials, basic reference books, puzzles, picture books and toys, which were placed in the institutional libraries. A total of \$10,072 was allocated for these materials.

Reference and interlibrary loan services were provided.

Warm Springs State Hospital has a library with services provided by a librarian from the State Library staff.

Consultative services and 17 visits from the Institutional Consultant and the State Library staff.

Indirect service was provided to Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp and Veterans Home through contracts with the Lewistown City Library, Glendive Public Library, Miles City Public Library, Great Falls Public Library and the Flathead County Library.

The activities that support these services:

Acquisitions — the State Library added 1,300 volumes (783 titles) to its collection and continued 840 subscriptions to periodicals in 1982.

Shared cataloging — the Washington Library Network (WLN) provided cataloging information for 90 percent of these new titles. The State Library provided original cataloging information for Montana state documents to the WLN data base.

Retrospective conversion — Montana State Library's continued membership in WLN in 1982 allowed 31,000 more of the Library's holdings to be entered into the WLN data base. The State Library now has 42,303 of a total 64,712 records in WLN.

State and federal documents — 12,000 volumes of state documents and publications were processed by the State Library for distribution to depository libraries and for adding to the State Library collection. 11,826 volumes of federal documents were added to the State Library collection. 2,321 were hard copy volumes and 9,541 were microfiche.

Library of Congress Name Authority Project — the State Library participated in this project to provide name authority headings for Montana documents and publications. This assured accurate retrieval of state publications by providing uniformity of names of state agencies.

Montana State Library Financial Overview
FY 1982
State Library expenditures by program and fund

| Program | General Fund | Federal Funds LSCA | Coal Severance Tax | Total Expenditures |
|---|--------------|-----------------------|--------------------------|-----------------------|
| Program 1 — General Library Services | \$ 120,359 | \$ 141,370 | \$ 362,107* | \$ 623,836 |
| Program 2 — Networks | 80,065 | 65,934 | 68,827 | 214,826 |
| Program 3 — Institutional Library Service | 45,849 | 55,262 | 0 | 101,111 |
| Program 4 — Service to the Blind and Physically Handicapped | 48,481 | 62,484 | 0 | 110,965 |
| Program 5 — Administration | 51,273 | 53,558 | 0 | 104,831 |
| Totals | 346,027 | 378,608 | 430,934 | 1,155,569 |

* \$353,634 distributed as grants to federations

Montana State Library Commission:

Henry McClernan, Chairman, Montana College of Mineral Science and Technology, Butte, MT 59701

Ed Argenbright, Superintendent of Public Instruction, Capitol Station, Helena, MT 59620

Joan Evans, 400 Beverly Hills Blvd., Billings, MT 59101

Mary Hudspeth, 212 Sunset, Glendive, MT 59330

Erling Oelz, Interim Director, Mansfield Library, University of Montana, Missoula, MT 59812

State Librarian:

Sara Parker, Montana State Library, 1515 E. Sixth Avenue, Helena, MT 59620

MONTANA STATE LIBRARY ANNUAL REPORT—1983

JUN 12 1989

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

A Report to the Governor and the Forty-Eighth Legislature

PLEASE RETURN

83 HIGHLIGHTS

Grant Funds for Library Construction

New Organizational Structure for the State Library

Newly Constituted Library Services Advisory Council

Experimental Resource Sharing Program -- Pilot MONCAT

Comprehensive Review of Federation System

An Active and Growing Volunteer Program

Legislative Gains

Grant Awards, cont'd

Energy conservation

| | |
|---------------------------------|--------|
| 7. Butte-Silver Bow Public Lib. | 25,705 |
| 8. Great Falls Public Library | 5,116 |
| 9. Missoula City-Co. Library | 43,650 |
| 10. Philipsburg Library | 1,029 |
| 11. St. Ignatius Library | 3,000 |

STATE LIBRARY REORGANIZATION

Reorganization at MSL reflects an increased commitment to the library development function, the provision of consulting services to Montana libraries.

Circulation and shelving functions were merged with the Reference and Information Services Department. Government publications processing was assumed by the Technical Services Department.

Staff size remains the same. Organizational changes are reflected in the following roster.

Montana State Library Department Roster and Directory

| | |
|--|----------------|
| Sara Parker, State Librarian | (406) 444-3115 |
| Administrative Services, JoAnn Fallang | 444-3115 |
| Library Development Team: Alene Cooper, Beth Givens, Bruce Newell, Sara Parker, Darlene Staffeldt | 444-3115 |
| Reference and Information Services, Harold Chambers | 444-3004 |
| Circulation, Nadine Langan | 444-3016 |
| Technical Services, Charlotte LeVasseur | 444-3115 |
| Library for the Blind and Physically Handicapped, Darleen Tiensvold | 444-2064 |
| | 1-800-332-3400 |
| Linda Brander, Volunteer Coordinator | |

CONSTRUCTION GRANT AWARDS

A portion of the federally funded Jobs I (P.L. 98-8) allocated funds to Title II of the Library Services and Construction Act (SCA) for public library construction and remodeling grants. Title II had previously not been funded for ten years. The total amount of funding received by Montana libraries was \$220,523.

Criteria for eligibility included: area of high unemployment and projects to make facilities accessible to the physically handicapped. Retrofitting for energy conservation was also a priority.

Modeling & construction grants -- general

| | |
|-------------------------|-----------|
| Flathead County Library | |
| a. Central library | \$ 19,594 |
| b. Bigfork | 35,838 |
| Lincoln County Library | |
| Troy branch | 42,680 |
| Mineral County Library | 1,000 |
| Plains Library | 20,078 |

Modeling -- access to the handicapped

| | |
|------------------------------|--------|
| Butte-Silver Bow Public Lib. | 16,189 |
| Glasgow City-Co. Library | 6,644 |

NEW ADVISORY COUNCIL BEGINS WORK

As of May 1983, a newly constituted Montana Library Services Advisory Council has been active. The Advisory Council has 18 members who are appointed by the Governor for two year terms. Members represent all types of libraries and key user groups.

The Advisory Council makes recommendations to the State Library Commission on Library Services and Construction Act (LSCA) grant awards, the long range planning process, and the overall development and well-being of Montana libraries. It represents the views and opinions of citizens, library users and libraries.

Major tasks in 1983 included: recommending grant awards for library construction projects (federal LSCA Title II); beginning the long range planning process, 1984-89, to lead to the 1989 Montana centennial celebration; and recommending grant categories for FY84 LSCA funds.

Names of Advisory Council members can be found in the **Montana Library Directory, 1983**.

RESOURCE SHARING EXPERIMENT

Since July 1983, 29 Montana public, academic, school and special libraries have participated in the **Pilot MONCAT Project**. They have experimented with the use of a resource sharing tool called a union catalog, Washington Library Network's **Resource Directory (RD)**. The RD is a set of microfiche which contains holdings information of over 100 Pacific Northwest libraries, including the holdings of Montana's ten WLN members.

The purposes of the Pilot Moncat project are to evaluate the use of a direct resource sharing tool and help pave the way for statewide use of a union catalog.

COMPREHENSIVE FEDERATION REVIEW

Strengthening the federation system and including all types of libraries are major recommendations of the Federation Program Review. In April 1983 the Program Review Committee, chaired by Sara Parker, State Librarian, began the work of studying the present public library federation system and recommending future options. JoAn Segal of the Bibliographic Center for Research (Denver) served as facilitator.

The review included: an analysis of the Federation system as well as network structures of other states; a survey of Montana

VOLUNTEER PROGRAM REPORT

Volunteers played an active and vital role in the Library for the Blind and Physically Handicapped. 5,779 hours were donated to the program at an estimated value of \$40,000. Volunteers participated in outreach, general library duties, equipment repair, and recording.

The program to record Montana books was begun in June with Gov. Ted Schwinden recording a selection from **Montana, the Magazine of Western History**. Three books were recorded and processed for distribution: **Golden Fleece**, Hughie Call; **Mollie**, Mollie Dorsey-Sanford; and **When You and I Were Young Whitefish**, Dorothy Johnson.

Funds were raised and construction began on the Montana State Prison sound booth. After completion, inmates will be trained to record Montana literature for distribution to blind and physically handicapped readers.

LEGISLATION REVIEW

Two major pieces of library legislation were passed during the 1983 session. H.B. 212 increases the mill levy limit for libraries in counties from 3 to 5 mills, and in municipalities from 4.5 to 7 mills.

The State Library Commission was increased in size from five to seven members (H.B. 508). The Superintendent of Public Instruction can name a designee and the Commissioner of Higher Education now appoints a university system librarian to the Commission on a rotating basis.

Appointed as a result of this legislation are C.E. "Abe" Abramson, and Martha Davis. Sheila Cates is the designee for the Office of Public Instruction and Noreen Alldredge, Director, Montana State University Library, represents the university system. Continuing as Commission members are: Henry McClernan, Chair; Mary Hudspeth; and Joan Evans.

Legislators who introduced library legislation were Senators Stimatz and Mazurek and Representatives Fabrega and McBride.

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Federation Review, cont'd

librarians; four regional meetings; and focus group interviews of community leaders. The draft report, containing 28 recommendations, was presented to the Commission August 1983 and was widely distributed to the library community during the fall. The final report will be completed Spring 1984.



Linda Brander, Volunteer Coordinator, standing center; and volunteers, left to right: Jean Schellenberger, Jeannette Folsom, Fran Johnson.

STATE LIBRARY SERVICES AND USAGE

Montana Public, Academic, and Special Libraries

The State Library reaches libraries through a variety of services and activities:

- o **Reference** service filled approximately 6,030 requests for information; performed 146 online searches; and circulated 4,625 library materials.
- o **Coordination** of the statewide interlibrary loan system included finding locations for 4,289 interlibrary loan requests through the Washington Library Network and forwarding the requests to holding libraries.
- o **Coordination** of federation activities through 4 Coordinators' meetings with State Library staff.
- o **Distribution** of state government publications to 14 public, academic and special depository libraries in Montana.
- o 88 **consultative** visits by State Library staff to libraries.
- o **Administration** and distribution of \$326,676 coal severance tax funds to public library federations.
- o **Publication** and distribution of the **Library Directory with Statistics, Library Laws,** and the **Public Library Standards.**
- o **Sponsorship** of training sessions on Ontyme II electronic mail, the Pilot MonCat Program, and microcomputer orientation.

Services and Usage, cont'd

Employees of State Government

The State Library provides a variety of information services to employees of state government. The Reference and Information Services Department:

- o **Responded** to approximately 9,120 requests from state employees for information. Requests range from the provision of facts and statistics to complex research projects.
- o **Performed** 309 online reference searches to provide in-depth information on specific research topics. The State Library has access to over 200 computer data bases.
- o **Borrowed** 4,264 items from other libraries throughout the Pacific Northwest for agency users via the Washington Library Network computer system.
- o **Circulated** 23,347 books, government publications, journals and periodical articles to state employees.
- o **Conducted** 34 orientation sessions for 469 persons in 14 agencies to introduce them to the services of the Library.

Residents of Montana Institutions

Residents of institutions receive library services directly from the State Library or by contract with a public library. Direct services are provided to: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School, Warm Springs State Hospital and the Women's Correctional Facility.

Contracted services are provided to the Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp and Veterans Home through contracts with the public libraries in those communities.

Services provided:

- o The **purchase** of paperback and hardbound books, magazine and newspaper subscriptions, reference materials, legal materials, high interest/low vocabulary books, picture books, toys, and audio-visual materials.
- o **Reference** and interlibrary loan services.
- o 45 **consultative** visits by the Institutional Consultant, nearly 3 times the previous year's contacts.
- o State Library **staffing** of a librarian for the Warm Springs State Hospital and Women's Correctional Facility.

Services and Usage, cont'd

Blind and Physically Handicapped Users

The Montana State Library for the Blind and Physically Handicapped provides services to over 1,700 users. Talking books and the associated equipment are mailed directly to residences, nursing homes, hospitals, and state institutions.

In 1983 the LBPH:

- o **Circulated** 56,369 talking books and cassettes to over 1,700 users. Most book selection is done by staff on a one-to-one basis for users.
- o **Provided** 804 talking books and cassettes to nursing homes, group homes, and public schools for special education students.
- o **Distributed** 1,091 talking book machines to new users or persons needing replacement machines; handled 1,124 machines returned for repair and replacement.
- o **Added** 8,428 copies of talking books and cassettes to the collection.
- o **Responded** to users with 10,528 letters and telephone calls.
- o **Coordinated** 5,779 hours of volunteer service, an increase of 300% over last year.

Activities That Support These Services

- o **Acquisitions** - The State Library automated its acquisitions process using the Washington Library Network computer system. It added 1,690 volumes to the collection (1,198 titles) and continued 465 periodicals subscriptions.
- o **State and federal government publications** - 14,694 state government publications were processed and distributed to libraries under the program of the State Publications Distribution Center. 16,338 volumes of federal government publications were added to the collection, over half of which were microfiche. The State Library is a partial depository for federal government publications.
- o **Automation and resource sharing** - The State Library continues to participate in the Washington Library Network (WLN), a bibliographic data base which is shared by over 100 Pacific Northwest libraries.

1,000 copies of this public document were published at an estimated cost of 20¢ per copy, for a total cost of \$200.00, which includes \$200.00 for printing and \$.00 for distribution.

FY 1983 Montana State Library Financial Overview -- Expenditures by Program and Fund

| Program | General Fund | Federal Funds LSCA | Coal Severance Tax | Total Expenditures |
|---|--------------|--------------------|--------------------|--------------------|
| Program 1 - General Library Services | \$ 182,978 | \$ 133,025 | \$ 334,806* | \$ 650,809 |
| Program 2 - Networks | 75,941 | 76,380 | 60,701 | 213,022 |
| Program 3 - Institutional Library Service | 54,650 | 58,716 | | 113,366 |
| Program 4 - Service to the Blind and Physically Handicapped | 83,936 | 63,943 | | 147,879 |
| Program 5 - Administration | **93,548 | 43,705 | | 137,253 |
| Totals | 491,053 | 375,769 | 395,507 | 1,262,329 |

* \$326,676 distributed as grants ** \$18,740 moving costs - 1982-83

Montana State Library Commission:

Henry McClernan, Chairman, Three North Excelsior, Butte, MT 59701

Noreen Alldredge, Director of Libraries, Montana State University, Bozeman, MT 59717

Sheila Cates, Library/Media Specialist, Office of Public Instruction, State Capitol, Helena, MT 59620

Martha B. Davis, P.O. Box 187, Dillon, MT 59725

Joan M. Evans, 400 Beverly Hills Boulevard, Billings, MT 59101

Mary Hudspeth, 220 S. Merrill, Glendive, MT 59330

State Librarian: Sara Parker, Montana State Library, 1515 E. Sixth Ave., Helena, MT 59620

MONTANA STATE LIBRARY ANNUAL REPORT — 1984

STATE DOCUMENTS COLLECTION
APR 29 1985
MONTANA STATE LIBRARY
1515 E. 6TH AVE.
HELENA, MONTANA 59620

A Report to the Governor and the Forty-Ninth Legislature

EMPHASIS ON TRAINING AND EDUCATION

The major emphasis of library development in 1984 was training and educational workshops for the library community.

Board members and librarians of public libraries participated in workshops on the roles of trustees in public awareness, advocacy, and policy making. Held in six communities, 148 persons participated.

Financial management workshops provided an overview of the public budgeting process, auditing, and the political environment. Workshops were offered in five communities and attended by 78 librarians. Both the financial management and trustees workshops were funded by federal Library Services and Construction Act grants. They were recorded on videotape to be used by librarians unable to attend.

Librarians who provide services to residents of Montana's institutions participated in a two-day retreat, sponsored by the State Library and funded with a LSCA grant. The retreat offered the 12 participants the ability to exchange ideas and build skills.

Several educational opportunities were provided for persons who offer services to the blind and physically handicapped. The staff of the Library for the Blind and Physically Handicapped conducted orientation workshops in 9 communities on the availability and use of talking books and other services. The LBPH was also a co-sponsor and participant of the Low Vision Seminar, held in Helena.

The topics of resource sharing and library networks were of interest to many librarians. Pilot Moncat project participants met at the close of the project to share experiences and recommend future developments for Montana's shared catalog, Moncat. Over 160 persons in 7 communities, primarily school librarians and administrators, heard Ruth Jean Shaw of the Anchorage, Alaska, school system talk about school library participation in a computer-based resource sharing network.



Pilot Moncat Project participants share their experiences and make recommendations for future development of Moncat.

STATE LIBRARY DEPARTMENT DIRECTORY

Montana State Library
1515 E. 6th Ave., Helena MT 59620

Sara Parker, State Librarian 406-444-3115

Administrative Services 444-3115
JoAnn Fallang, Program Mgr.

Library Development 444-3115
Alene Cooper, Beth Givens,
Sara Parker

Reference & Information Services 444-3004
Harold Chambers, Program Mgr.
Circulation 444-3016

Technical Services 444-3115
Darlene Staffeldt, Program Mgr.

Library for the Blind and 444-2064
Physically Handicapped 1-800-332-3400
Darleen Tiensvold, Program Mgr.
Sheena LaMere, Volunteer Coordinator

STATEWIDE LIBRARY PLANNING

Planning for development of Montana libraries and systems progressed on a number of fronts. The review of public library federations, begun in 1983, was completed and the final report distributed. Federation coordinators began to develop strategies for implementation of recommendations.

The Long Range Planning Committee of the Advisory Council issued a draft report, *A Choice of Futures, a Future of Choices: a Long-Range Plan for Library Development*. It provides vision statements and outlines actions for a 5-year plan culminating in Montana's centennial year, 1989.

PROGRESS ON MONCAT

During 1984 nearly \$90,000 in federal Library Services and Construction Act (LSCA) funds were awarded to 19 Montana libraries to participate in the development of Moncat. Moncat is a shared computer data base which contains records of materials owned by Montana libraries, developed through a multi-state computer library system, the Washington Library Network. These libraries are:

- o Flathead Co. Library, Kalispell, and nine neighboring college, health science, public and school libraries in northwest Montana - Flathead Valley Community College, Kalispell Regional Hospital, Flathead High School, Libby Sr. and Jr. High Schools, Lincoln Co. Free Library, Whitefish High School, Troy High School, Lincoln Co. High School (Eureka)
- o Missoula City-County Library
- o University of Montana Library
- o Butte-Silver Bow Public Library
- o Lewis and Clark Library, Helena, with Shodair Children's Hospital Library, Ft. Harrison Veterans Admin. Medical Center Library, and the Office of Public Instruction Audio Visual Library
- o Montana State University Library
- o Bozeman Public Library.

The Pilot Moncat Project, the experimental use of a shared catalog by 29 libraries, was completed in 1984. Planned and evaluated by the Interlibrary Loan Committee, it showed the successful use of a shared catalog by libraries of all types and sizes for interlibrary loans services and other library operations.

Two statewide committees, Collection Development and Automation, began the work of developing plans and advising both the Montana State Library Commission and the Library Services Advisory Council.

The Interlibrary Loan Committee continued its mission of making way for the first statewide library catalog, Moncat. The Pilot Moncat Project was completed and recommendations for the future development of Moncat were drafted.

Committees are composed of representatives from public, academic, special and school libraries, as well as library users.

STATE LIBRARY SERVICES AND USAGE

Montana Public, Academic and Special Libraries

The State Library reaches libraries through a variety of services and activities:

- o Reference service to Montana libraries: 3,674 requests for information; 222 online searches; and circulation of 4,948 library materials.

- o Distribution of state government publications to 15 public, academic and special depository libraries in Montana.

- o Publication and distribution of the Montana Library Directory and resumption of the newsletter, *The Montana State Library News*, published bi-monthly with a circulation of 1,100.

- o 64 consultative activities, including 26 visits to libraries.

- o Coordination of federation activities through 5 Coordinators' meetings with State Library staff. Development of standardized systems of reporting and accounting for federations.

- o Administration and distribution of \$352,849 coal severance tax funds to public library federations.

- o Coordination of statewide library planning activities and training workshops for librarians. (See related stories.)

cont'd

Services and Usage, cont'd

Blind and Physically Handicapped Users

1984 was a year of significant growth for the Library for the Blind and Physically Handicapped. The LBPH mails talking books and the associated equipment directly to users in their homes, hospitals, nursing homes, and institutions. Most book selection is done by staff on a one-to-one basis for users.

In 1984 the LBPH:

- o Circulated 68,953 talking books and cassettes to over 1,800 users. Circulation increased 22% and the number of users rose 6%.

- o Provided 1,197 talking books and cassettes to nursing homes, group homes, and public schools for special education students, an increase of 50% over last year.

- o Distributed 1,257 talking book machines to new users and persons needing replacement equipment, an increase of 15% over 1983; handled 1,192 machines returned for repair and replacement.

- o Added 9,649 copies of new talking books and cassettes to the collection, an increase of 14% over last year.

- o Responded to users with 14,933 letters and telephone calls, a 42% increase.

- o Coordinated 5,884 hours of volunteer service at a market value of \$40,000.

- o Worked with the Dept. of Institutions, the Montana State Prison, the Lions Sight Foundation and other groups to coordinate the construction of a recording booth at the Prison and to develop a project to produce recordings of Montana books by inmates.

- o With the assistance of a Montana State University intern, produced the slide/tape show, Color Your World, which explains and promotes the services of the LBPH.

- o Surveyed users of braille and talking books to determine the effectiveness of the LBPH.

Employees of State Government

State government employees used a variety of services from the Reference and Information Services Department in 1984:

- o 5,797 requests for information, from the lending of books and reports to assistance with complex research projects.

- o 439 searches from computer data bases, accessed by the State Library to extend its research capabilities.

- o 4,522 items borrowed from other libraries in the Pacific Northwest via the Washington Library Network computer system.

- o Circulation of 23,147 books, government publications, and magazine articles to state employees from the State Library collection.

Residents of Montana Institutions

The State Library provides services to residents of institutions either directly or by contracts with public libraries. Direct services are provided to: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School, Warm Springs State Hospital, and the Women's Correctional Facility.

Public library contracted services are provided to: Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp, and Veterans Home.

Services provided are:

- o The purchase of materials for residents - books, magazine and newspaper subscriptions, reference and legal materials, high interest/low vocabulary books, toys, and audio-visual materials.

- o Reference and interlibrary loan services as well as 6 consultative visits by State Library staff. Sponsorship of a 2-day training workshop for librarians who serve residents of institutions.

- o Staffing by the State Library of the Warm Springs State Hospital and Women's Correctional Facility.

cont'd

Services and Usage, cont'd

Technical Services

o Automation and resource sharing: The State Library continues to participate in the Washington Library Network (WLN), a computer data base shared by over 140 Pacific Northwest libraries, and used for cataloging, interlibrary loans, and acquisitions.

o Acquisitions: Using the WLN for fund control and collection management, the State Library added 1,503 volumes to the collection (1,171 titles) and continued 458 magazine subscriptions.

o Government publications: 11,896 state government publications were processed and

distributed to libraries by the State Publications Distribution Center. The State Library is a partial depository for federal government publications. 17,601 volumes of federal government publications were added to the collection, a majority of which were microfiche.

o The State Library's collection of large-print books totaling 3,000 volumes was transferred to 8 public libraries - an effort to give these materials wider accessibility to persons with visual disabilities.

650 copies of this public document were published at an estimated cost of 24¢ per copy, for a total cost of \$155.00, which includes \$155.00 for printing and \$.00 for distribution.

FY 1984 MONTANA STATE LIBRARY FINANCIAL OVERVIEW: Expenditures by Program and Fund

| Program * | General Fund | Federal Funds: LSCA | Coal Severance Tax | Other | Total Expenditures |
|--|--------------|---------------------|--------------------|-------|--------------------|
| Program 1 - Reference and Information Services | \$ 254,263 | 89,703 | 19,168 | 1,116 | 364,250 |
| Program 2 - Library Development | 42,753 | 229,260 | 360,156** | | 632,169 |
| Program 3 - Institutional Library Service | 18,031 | 45,476 | | | 63,507 |
| Program 4 - Service to the Blind & Phys. Handicapped | 52,190 | 78,306 | | | 130,496 |
| Program 5 - Administration | 94,651 | 34,717 | | | 129,368 |
| Program 6 - Technical Services | 65,294 | 29,072 | 34,695 | | 129,061 |
| TOTALS | \$ 527,182 | 506,534 | 414,019 | 1,116 | 1,448,851 |

* The State Library reorganized its budget structure from five programs to six to more accurately reflect its role and program activities.

** \$352,849 distributed as grants.

Montana State Library Commission

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C. E. Abramson, 8807 Hellgate Station, Missoula MT 59807

Noreen Alldredge, Director of Libraries, Montana State Univ., Bozeman MT 59717

Sheila Cates, Library/Media Spec., Office of Public Instruction, State Capitol, Helena MT 59620

Martha B. Davis, P.O. Box 187, Dillon MT 59725

Mary Hudspeth, Vice-Chair, 220 S. Merrill, Glendive MT 59330

State Librarian: Sara Parker, Montana State Library, 1515 E. 6th Ave., Helena MT 59620

MONTANA STATE LIBRARY ANNUAL REPORT — 1985

JUN 12 1989

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

A Report to the Governor and the Forty-Ninth Legislature

PLEASE RETURN

The Blacktail Statement

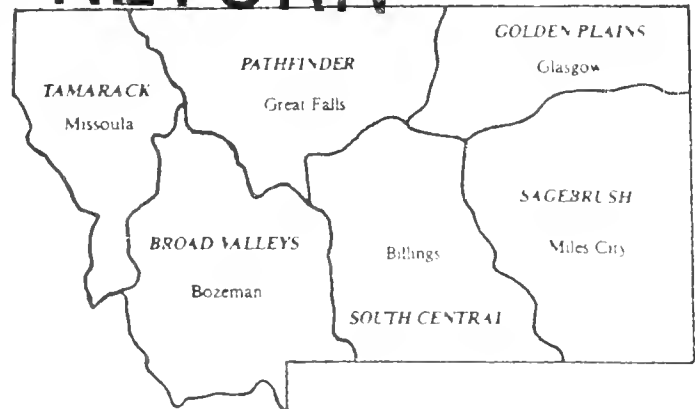
During a September retreat held at the Blacktail Ranch near Helena, the Montana State Library Commission formalized its goals and plans for the future. The result of its efforts, the 1985 Blacktail Mission Statement, is the culmination of work by the State Library staff, the Montana Library Services Advisory Council, and the Commission to focus the mission of the State Library and library services in Montana. The statement sees library cooperation as the key in reaching the goal of every Montanan having access to the state's library resources.

The Blacktail Statement reaffirms the State Library Commission's belief that free, publicly-funded libraries are essential in a democracy if citizens are to have free and open access to information. The statement sees a future where federations will link not only public libraries but academic, school and special libraries as well. It encourages efforts in the state for multitype library cooperation.

The Western Library Network (WLN) is seen as one important step in linking the state's libraries. By the use of WLN's online records and by the use of MonCat, the state's expanding union catalog, Montanans will become increasingly aware of collections held in all of the state's libraries. The statement also sees the need of rural Montana for specialists and new technologies. It encourages the development of interlibrary loan capabilities at every public library in the state.

Several specific issues are addressed in the Blacktail Statement. Collection development policies are seen as a necessity to libraries. Public hearings are to be held in advance of the 1989 legislature to propose changes to update library laws. A study for the voluntary

(continued on next page)



Montana Library Federations

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Montana State Library

1515 E. 6th Ave., Helena MT 59620

Sara Parker, State Librarian (406)444-3115

Administrative Services 444-3115
Mary Jane West, Program Mgr.

Library Development 444-3115
Sheila Cates
Howard Morris
Sara Parker
John Thomas

Reference & Information Services 444-3004
Harold Chambers, Program Mgr.
Circulation 444-3016

Technical Services 444-3115
Darlene Staffeldt, Program Mgr.

Library for the Blind and 444-2064
Physically Handicapped (1)(800)332-3400
Darleen Tiensvold, Program Mgr.
Sheena LaMere, Volunteer Coordinator

Natural Resource Information 444-3115
System
Larry Thompson, Program Mgr.

Natural Heritage Program 444-3009

certification of public librarians is also requested, as are needs assessments for library services to the deaf, the illiterate and functionally illiterate.

The 1985 Blacktail Statement is an important step by the State Library Commission to guide the direction of library service in Montana. It strengthens the role of public library federations as they work to provide all Montanans with access to all the state's library resources.



Mountain Lady Slipper

NEW PROGRAMS

Natural Resource Information System

The Montana Natural Resource Information System (NRIS) was created by the 1985 Legislature. It is being designed for the acquisitions, storage and retrieval of natural resource information statewide.

The system will promote the sharing of information among state agencies and will provide a means to make information on Montana's resources readily accessible and available to persons needing that information. NRIS director Larry Thompson also administers the Montana Natural Heritage Program (see below).

Natural Heritage Program

The Natural Heritage Program, sponsored by the 1985 Legislature and the privately funded Nature Conservancy, was established at the State Library in 1985. The program is designed to create a statewide database on Montana's rich biological diversity. Data relating to rare plants, animals, and plant communities is being collected and will be made available to all interested parties. The program will greatly improve the availability of this data and help public and private groups more quickly determine the environmental impact of any development.

LEGISLATION REVIEW

Several significant pieces of library legislation were passed during the 1985 session. SB 332 provided the confidentiality of library records. HB 394 provided a per diem compensation for the State Library Commission. The legislature also provided \$375,000 for the partial funding of the Natural Resource Information System/Natural Heritage Program which are now based at the State Library.



MONCAT

"Please realize that we are, in Molt, 30 miles from the nearest public library and 50 miles one way from our county library. Other rural areas are even more remote. MonCat gives us a vital information source."

Trudi Downer
Molt

"We have a special interest in the continuation of this useful library tool [MonCat] as we are primed to spend grant money to enter our holdings in WLN and thus share our resources."

Loren Thompson
Chrycentie Liggett
Roundup

Montana's first union catalog, MonCat, was received by the library community with much enthusiasm. In February approximately 300 librarians participated in workshops held around the state to learn the possible uses of MonCat: interlibrary loan, cataloging, collection development...

This first edition in microfiche format contained 700,000 holdings records from 48 Montana Libraries. Responding to grassroots support for the continuation of MonCat, the State Library Commission voted to underwrite the cost of a MonCat supplement in 1986. The supplement will contain another 700,000 records from 67 libraries and will further improve access to the state's resources.

STATE LIBRARY SERVICES AND USAGE

Montana Public, Academic and Special Libraries

The State library serves libraries through:

Reference service to Montana libraries: 4,409 information requests; 333 online searches; 4,147 materials circulated.

Distribution of 19,509 state government publications to 18 public, academic and special libraries.

Publication of the Montana Library Directory and The Montana State Library News (circulation 1,200).

88 consultative activities, including 30 visits to libraries.

Administration and distribution of \$377,519 coal severance tax funds to public library federations.

Blind and Physically Handicapped

In 1985 the Library for the Blind and Physically Handicapped:

Circulated 75,448 talking books and cassettes to over 1,800 users. Circulation increased 9% and the number of users rose 16%.

Provided 1,077 talking books and cassettes to nursing homes, group homes, and public schools. Distributed 1,164 talking book machines to new users and persons needing new equipment. Added 12,809 copies of new talking books and cassettes to the collection.

Responded to users with 17,452 letters and telephone calls, a 16% increase.

Coordinated 6,266 hours of volunteer service at a market value of \$45,000.

Began the Montana Prison Recording Program that employed 11 inmates working a total of 5,148 hours at a fair market value of \$45,000.

Employees of State Government

The Reference and Information Services Department provided a variety of services for state government employees:

Filled 6,839 information requests, from the lending of books and reports to assistance with complex research projects. Performed 517 searches from computer databases.

Borrowed 4,078 items from other libraries throughout the country. Circulated 18,002 books, government publications and magazine articles from the State Library collection.

Residents of Montana Institutions

The State Library provides services to residents of institutions either directly or by contracts with public libraries. Direct services are provided to: Montana Developmental Center, Montana State Hospital (Warm Springs and Galen combined), Montana State Prison, Mountain View School, and the Women's Correctional Center.

Public library contracted services are provided to: Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp, and Montana Veteran's Home.

Technical Services

Automation and resource sharing: The State Library continues to participate in the Western Library Network (WLN), a database shared by over 250 Pacific Northwest libraries and used for cataloging, interlibrary loans and acquisitions.

Acquisitions and government publications: 1,024 titles were added to the collection that now totals 67,374 titles. 14,929 volumes of federal government publications were added to the collection.

Library Development

1985 was a year of transition for Library Development at the State Library. Two long-time employees, Beth Givens and Alene Cooper, left the staff while Sheila Cates assumed the position of Coordinator of Library Services.

The Collection Development Committee sponsored a series of six workshops around

the state attended by 144 persons. The Automation Committee made recommendations to the State Library Commission on the future of library automation in Montana. The committee also made itself available to local libraries for consultation on automation. A Continuing Education Committee was established by the State Library Commission to outline a state plan on that subject.

LSCA (Library Services and Construction Act) activities were many and varied in 1985. In March, a series of six grant writing/fund raising workshops were held in each library federation, attendance totalling 156 persons. Providing public library service to the residents of the Rocky Boy Reservation was the focus of another grant. The tribal high school was given an expanded collection and extended hours to serve all of the reservation. The largest LSCA project funded the creation of MonCat, Montana's first union catalog.

Title II Construction Projects FY 1985:

| Library | Amount |
|--|----------|
| Butte-Silver Bow Public Library Public meeting room | \$14,200 |
| Great Falls Public Library Energy conservation of windows | \$ 2,000 |
| Havre-Hill County Library Remodeled building for library | \$84,710 |
| Mineral County Library Remodeling for handicapped access | \$ 2,600 |
| Petroleum County Community Library Replacement of glass doors | \$ 2,225 |
| Sidney Public Library Expansion and remodeling | \$61,000 |

650 copies of this public document were published at an estimated cost of 23¢ per copy, for a total cost of \$150.00, which includes \$150.00 for printing and \$.00 for distribution.

FY 1985 MONTANA STATE LIBRARY FINANCIAL OVERVIEW: Expenditures by Program and Fund

| | General Fund | Federal Funds: LSCA | Coal Severance Tax | Other | Total Expenditures |
|---|--------------|---------------------|--------------------|---------|--------------------|
| Program 1 - Reference and Information Services | \$266,755 | \$ 92,534 | \$ 13,248 | \$2,630 | \$ 375,167 |
| Program 2 - Library Development | 42,057 | 554,920* | 400,439** | | 997,416 |
| Program 3 - Institutional Library Service | 17,092 | 49,425 | | | 66,517 |
| Program 4 - Service to the Blind & Physically Handicapped | 53,861 | 88,641 | | | 142,502 |
| Program 5 - Administration | 140,381 | 37,491 | | | 177,872 |
| Program 6 - Technical Services | 63,774 | 29,863 | 27,649 | | 121,286 |
| TOTALS | \$583,920 | \$852,874 | \$441,336 | \$2,630 | \$1,880,760 |

*\$488,141 distributed as grants.

**\$377,519 distributed as grants.

Montana State Library Commission

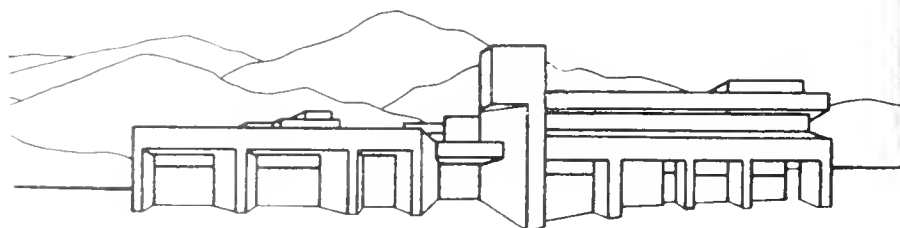
Mary Hudspeth, Chair
Bozeman

C. E. Abramson, Vice Chair
Missoula

Dr. Henry McClellan
Butte
Noreen Alldredge
Bozeman
Victoria Braaten
Helena

Martha B. Davis
Dillon
Karen Everett
Billings

Commissioners' addresses are in the Montana Library Directory



2
1/89

STATE DOCUMENTS COLLECTION

JUN 12 1989

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

...as the life style of this age grows more inter-disciplinary, it will be harder for the one-track mind to survive....I see simultaneous intake, multiple-awareness, and synthesized comprehension as inevitable, long before the year 2000 A.D..

Barbara Morgan

PLEASE RETURN



Montana State Library Annual
Report for Fiscal Year 1987/88

Diversification has become a necessity for libraries. To keep pace with in have become “multipally-aware.” Within the Montana State Library then to the exchange of information.



Parmly Billings Director Ellen Newberg; Flathead Library Director, Georgia Lomax; and former Montana State Librarian, Sara Parker accept an international John Cotton Dana Award for “exceptional library publications efforts.”

LIBRARY DEVELOPMENT

Library Development staff works for the growth of all Montana libraries. This goal is facilitated in a variety of ways. Consulting, administering funds, providing continuing education in librarianship, and maintaining a communications program with the Montana library community are ongoing functions of Library Development. The Library Development unit is responsible for coordinating the six library federations, comprising almost all public libraries in the state. Federations promote resource sharing and improved public library service.

- 1987 saw the completion of the “Core Collection in Rural Libraries” project. The project represented an innovative step forward in the field of library science. The project developed methodology to be used by librarians in deciding what materials to purchase for their libraries. Some of the ideas incorporated in the project include tailoring the library’s collection to its particular community and placing emphasis on quality rather than quantity when developing a collection.

- The Continuing Education Long Range Plan, completed in 1988, comprises a plan for continuing education for Montana library personnel based on the results of a statewide survey of those individuals.

- Library Development provided 30 onsite working consulting sessions at libraries throughout the state. They also furnished extensive telephone and written consultation to 41 public libraries.

- Library Development conducted or coordinated 18 workshops for librarians.

- Library Development published and distributed six newsletters to the Montana Library community and to interested parties nationally. To improve efficiency and timeliness of communications with the library community, they implemented The Montana State Library News Update, a bimonthly flyer, to replace first class mailings to librarians. They also published a directory of all libraries in the state for distribution to public libraries.

- Library boards of trustees and friends of libraries throughout the state are putting their efforts into building or remodeling libraries. Library Development assists them in facilitating their goals through administering Library and Construction Act funds and by providing guidance along the way.

In 1986 Library Services and Construction Act Title II construction matching grants were given to the Ennis, Hamilton and Polson public libraries. In 1987, matching grants to be used for construction went to the Fort Benton, Laurel and Butte/Silver Bow libraries.



A user of the Library for the Blind and Physically Handicapped listens to a British mystery novel on a Talking Book machine.

ngly sophisticated information needs, libraries four divisions, each providing different services; all dedicated



Natural Heritage Program works with other agencies to study rare and unusual species for purposes so diverse as land reclamation, building of power lines, education and agriculture. Here in the Big Belts are Natural Heritage Program staff Steve Shelley and Forest Service employee, Lois Olsen examining *Lesquerella klausii*, a yellow-flowered member of the Brassicaceae family. The plant is found at only two sites in the world; one in Glacier National Park and Clark and Meagher Counties in Montana.

RARY FOR THE BLIND AND PHYSI- CALLY HANDICAPPED AND SERVICES TO INSTITUTIONS

The Library for the Blind and Physically Handicapped and Services to Institutions provides services to Montanans who cannot read but, because of physical disability or because they are in institutions are unable to readily enjoy this privilege.

For blind and physically handicapped individuals, the Library of Congress provides "talking books," recorded versions of books, to be distributed by the State Library. Persons who are institutionalized for any reason are served by the State Library by outreach programs provided through local libraries which provide access to printed as well as recorded types of materials.

Through a program which began in 1968 books and magazines about Montana are recorded for the library's users by volunteers in Deer Lodge. In 1987 the program continued to expand with the addition of a second recording sound booth. The library also mass reproduce cassettes for the program.

In addition to the prison recording program, there are currently 13 other volunteers in Montana, including two Montana authors, recording books for the blind and physically

handicapped. The Library for the Blind and Physically Handicapped was also assisted by the addition of a new Telex duplicating machine for transfer of reel-to-reel tapes to cassettes. The Montana Association for the Blind purchased a cassette-to-cassette duplicator for the program as well.

In 1987/88 Services to Institutions provided ongoing information resources services to the state prison, the women's correctional center, Pine Hills School, Mountain View School and to the Galen campus of Warm Springs Hospital. They also contracted with four libraries in the state to service institutions in those libraries' communities. The Lewistown City Library provided library services to the Center for the Aged; Great Falls Public Library operated a bookmobile for the Montana School for the Deaf and Blind; the Glendive Public Library serviced the Eastmont Human Services Center and the Flathead County Library in Kalispell served the Swan River Forest Camp and the Montana Veterans' Home.



Supporters of the Laurel Public Library attended ground-breaking ceremonies on June 4, 1988. Projected completion of the new Laurel Library is October 29, 1988.

NATURAL RESOURCES INFORMATION SYSTEM

The need for data about Montana's natural resources is rapidly increasing. Montana is a state which makes its living in a very direct sense from the land. Wheat farmers, state agencies, mining companies and those who serve visitors to the state, among many others, all need timely access to natural resources information. With these needs in mind and the need to centralize a bibliographic source, the 1985 legislature created the Natural Resource Information System (NRIS) and the Montana Natural Heritage Program.

NRIS is "responsible for developing statewide indices and databases for each of Montana's natural resources." Its subdivision, the Natural Heritage Program "provides a comprehensive inventory of significant elements of the state's natural features that are exemplary, rare or unique."

Developed within NRIS in FY 87/88, were the Water Information System and the Geographic Information System. These two subdivisions are making important contributions in 1988.

The Environmental Protection Agency is responsible for cleaning up the Clark Fork River in the Butte/Anaconda area. The project will require comprehensive information about the river and the surrounding area. Their main source of mapping data will be NRIS.

In FY 87/88 the Natural Heritage Program assisted a variety of state agencies in Montana. These included, among others, Fish, Wildlife and Parks, Department of State Lands, Administration, Department of State Lands, Department of Agriculture and the Department of Natural Resource Conservation. In addition, they assisted private industry in Montana with hundreds of requests.

One of the projects involved development of a comprehensive classification for eastern Montana grasslands. Another was the compilation of the Managed Area Abstracts which contains summary information on location, size, ownership, management and history of all major publicly-owned lands in Montana.

INFORMATION RESOURCES

Montana State Library's reference department and the technical services department merged to form "Information Resources." There were also changes in the physical arrangement of the library to create a better environment for library users and to make access to materials easier for them.

Last fiscal year marked the beginning of a new era of document delivery for Montana libraries. The State Library is part of an ever-growing network among Montana libraries who are using telefacsimile equipment to transfer facsimiles of library materials.

The information network was also enhanced through the addition of an 800 number to enable librarians throughout Montana to call the State Library with questions they are unable to answer for their users because of their limited reference collections. In FY 1987/88 the library added 1,779 titles to its monograph collection, 11,304 volumes of federal government publications and 257 new state government publication titles.

Information Resources served state government by providing to state employees 7,292 information requests and 680 online searches. State employees checked out 6,967 items from the library.

Information Resources served Montana's libraries by responding to their 3,876 information requests and 503 online searches. They also circulated 4,172 items to other libraries and distributed 8,612 state government publications to 18 public, academic and special libraries in Montana.

Montana State Library Funding Summary

| | |
|---------------------------------------|--------------------|
| General Fund | \$548,652 |
| Coal Severance Tax | \$299,000 |
| Library Services and Construction Act | \$564,538 |
| Private Special Revenue | |
| Kellogg Foundation | \$48,500 |
| Miscellaneous | \$3,000 |
| Natural Resource Information System | |
| State Special Revenue | \$271,108 |
| Federal Special Revenue | \$35,000 |
| Total | \$1,769,798 |

| | |
|--------------------------------------|--------------------|
| Expenditures | |
| Operating Expenditures | \$912,409 |
| Equipment | \$133,343 |
| Grants | |
| From State Sources (CST) | \$229,916 |
| From Federal Sources (LSCA) | \$212,664 |
| Natural Resources Information System | |
| Operating Expenditures | \$281,466 |
| Total | \$1,769,798 |

Montana State Library Commission

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